

# Agenda for Meeting 36

Google Team Meeting - 18/05/2020

## 1. Preliminary Notes

PLEASE LOG ALL HOURS PRIOR TO MEETING - ANY HOURS NOT LOGGED MAY NOT BE COUNTED.

<https://clockify.me/tracker>

DETAIL ANY WORK IN THE PROJECT LOGS DOCUMENT.

[https://drive.google.com/open?id=1UoxLxdoGk54coTCkKp6ua9c\\_hubeAf0A97k5pXFMSyQ](https://drive.google.com/open?id=1UoxLxdoGk54coTCkKp6ua9c_hubeAf0A97k5pXFMSyQ)

PLEASE LOG ALL QA METRICS.

<https://docs.google.com/spreadsheets/d/1lIM76qFcgYCj8EDZnL6VFgmbY-Z1y42ggKphVbs37eM/edit#gid=839283935>

## 2. Meeting Agenda

### TutorPoint Project - Iteration 7

025 - Webcam Streaming to Server

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70%

### Unit Tests - Complete by the end of this Iteration

James' new testing checklist.

### Bug Fixes

### Meeting with Stuart

Very successful.

### QA Metrics

Report to Cameron or James any missing metric logs.

### Internal Deadlines for Deliverables

29th May - Presentation & HTML

31st May - Personal Sweng Reports

### Other Deliverables

Financial Summary Report - Due Friday 22nd May

Demonstration and Sales Presentation - Due Monday 1st June

## 3. Closing Notes

LOG HOURS NOW - <https://clockify.me/tracker>



Have a good week!

Wash your hands.

**Next meeting 14:00 - 15:00 Thursday 21st May.**