

# Meeting 24 | Minutes

---

**Meeting date | time** 02/04/20 | 14:00 | **Meeting location** Google Hangouts

Meeting called by      Whole Team  
Type of meeting        Weekly Scheduled  
Facilitator              Oliver Still  
Note taker              James Gardner  
Timekeeper             James Gardner

## Attendees

Daniel Bishop (dmb537)  
Oliver Clarke (odjc500)  
James Gardner (jadg502)  
Stijn Marynissen (sm2174)  
Che McKirgan (cwjm501)  
Cameron Smith (cs1869)  
Oliver Still (os705)  
Eric Walker (ew1150)

## AGENDA TOPICS

---

**Time allotted | 5 | Agenda topic** End of Iteration 3 Merging | **Presenter** Oliver Still

**Discussion:** All pull requests are made and this should be finished by the end of today and new branches made for iteration 4. People just need to implement any of the requested changes and then they can be merged into dev.

#	Action items	Person responsible	Deadline
1	Address any changes to pull requests and merge branches	All	02/04

---

**Time allotted | 10 | Agenda topic** Start of Iteration 4 | **Presenter** Oliver Still

**Discussion:** User stories that have run over from iteration 3: 017 029 and 032.

Next User Stories:

- 021 - Whiteboard Text  
Cameron
- 022 - Whiteboard Access Control  
Oli Still, Che
- 023 - Presentation Sharing  
Dan, Eric
- 027 - User Stream Select  
James, Stijn
- 028 - Tutor Switch Presentation View  
(Complete)

---

**Time allotted** | 5 | **Agenda topic** *QA Metrics* | **Presenter** *Oliver Still*

**Discussion:** Everyone needs to do QA Metrics and everyone now has access to the QA Metric tracker so now because now we are working remotely.

#	Action items	Person responsible	Deadline
2	Continue to update and track QA Metrics	All	Ongoing

---

**Time allotted** | 10 | **Agenda topic** *Other Deliverables* | **Presenter** *Oliver Still*

**Discussion:**

HTML Tour

We discussed how much of a priority this is to be working on now and it was decided that it's worth working on this in the background but focus on main programming. Stijn expressed an interest in working on the HTML Tour.

Financial Report III

Financial Summary Report

Demonstration and Sales Presentation

---

**Time allotted** | 10 | **Agenda topic** *Programming* | **Presenter** *James Gardner*

**Discussion:**

Logging

Demonstrated the new Logging procedure. People should now use logs instead of print statements to record things occurring within the program.

Javadocs

Everyone should start implementing the javadocs. Use the Java String object as a reference or LoginWindowController.

Extra Notes: Daniel Bishop (dmb537) Absent due to illness.