

# SwEng Group 2 Meeting 6 | Minutes

Meeting date | time 11/11/19 | 10:00 | Meeting location Library LMO 225

Meeting called by	Whole Team	Attendees
Type of meeting	Weekly Scheduled	Cameron Smith (cs1869) Elec Eng
Facilitator	Oliver Still	Che McKirgan (cwjm501) Comp Eng
Note taker	James Gardner	Daniel Bishop (dmb537) Elec Eng
Timekeeper	James Gardner	Eric Walker (ew1150) Comp Eng
		James Gardner (jadg502) Elec Eng
		Oliver Still (os705) Mus Tech
		Stijn Marynissen (sm2174) Mus Tech

## AGENDA TOPICS

Time allotted | 10 | Agenda topic Discuss Previous Meetings Actions |

Discussion: To address any actions from previous meeting and check all tasks are progressing on track. Address any issues that have arisen over the week. Clockify Names, Role Preferences, Reading Suggested Docs.

Conclusion: Too many documents to read from last action so just read this one. Read the main XML information document.

#	Action items	Person responsible	Deadline
1	<a href="https://www.elec.york.ac.uk/internal_web/meng/yr3/modules/SWEng_Project/PWS/Lect3.pdf">https://www.elec.york.ac.uk/internal_web/meng/yr3/modules/SWEng_Project/PWS/Lect3.pdf</a>	All	18/11

Time allotted | 15 | Agenda topic Company/Product Name | Presenter Cameron & Stijn

Discussion: Presentations on possible company and product names and logos.

Stijn Name Ideas: (Logos will be on another document)

Learn.live

Collage

Forum

Thinks

Proclaim

Lecture

Cameron Name and Logo Ideas: [https://drive.google.com/open?id=1QMHrdj6K4t2-USMnjH76I\\_IJQU1aV2pb](https://drive.google.com/open?id=1QMHrdj6K4t2-USMnjH76I_IJQU1aV2pb)

Conclusion Closing: Cameron is main marketing manager, Stijn will be there to support with ideas and contribute. Stijn will also be Design and Specifications manager.

#	Action items	Person responsible	Deadline
2	Think about target market.	Cameron	18/11

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Time allotted | 35 | Agenda topic *Discussions on user stories* | Presenter Name

Discussion: Discussion on user stories and product descriptions. Starting to prioritise and create a plan of development.

Conclusion Organise user stories into priority

#	Action items	Person responsible	Deadline
3	Create a document to organize user story priorities.	Oliver Still	12/11
4	Begin to prioritise user stories	All	18/11
5	Thinking about tests needed to complete that story.	All	18/11

#	Action items	Person responsible	Deadline
6	Start QA Manual Draft	James Gardner	18/11

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Extra Notes:

Oliver Clarke (odjc500) Absent, group were notified prior to meeting.