Agenda for Meeting 39

Google Team Meeting - 28/05/2020

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

PLEASE LOG ALL QA METRICS.
https://docs.google.com/spreadsheets/d/1llM76qFcgyCj8EDZnL6VFgmbY-Z1y42gqKphVbs37eM/edit#gid=839283935

2. Meeting Agenda

TutorPoint Project - All iterations are now complete! Congrats everyone :)

Unit Tests / Bug Fixes
>   Any known issues that we need to consider?

Assigned Tasks
>   OS   - Presentation, Report
>   OC   - Presentation (Finances), Report
>   JG   - Tests/Bugs, Presentation (Roadmap), Report
>   CS   - Presentation (Marketing), Report
>   CM   - Tests/Bugs, Presentation (Roadmap), Report
>   SM   - Presentation, Report
>   DB   - Tests/Bugs, Report
>   EW   - Tests/Bugs, Report

Meeting With Client - Thursday
>   Going to organise a meeting with Stuart Porter for Thursday.
>   Branches to be pulled on Wednesday.
>   Any questions to ask, let me know.

QA Metrics
>   **Last set of recordings need to be done by this weekend.**

Internal Deadlines for Deliverables

29th May (Tomorrow) - Presentation & HTML

31st May - Personal Sweng Reports

Other Deliverables

Demonstration and Sales Presentation - Due Monday 1st June

Everything Else - Due Thursday 4th June

3. Closing Notes

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

Have a good week!

Next meeting 11:00 - 12:00 Monday 1st June.