

# Meeting Minutes – Seventh Meeting

19th of November 2015

**MEETING START TIME:** 11.30am

## **MEETING PARTICIPANTS:**

Daniel Blackwell

Jędrzej Stęczyński

Farbas Miah

## **UNABLE TO ATTEND:**

N/A

## **Overview:**

During this meeting we examined the scripts produced for the task set by the clients previously. We also discussed the next steps for our project, specifically the user interface that the target audience would want. We then set up a client meeting to demonstrate the automation task we had completed on the generation of a spreadsheet. Also, we wanted to work with the clients to produce a more detailed set of MoSCoW style requirements along with the UI. With regards to our project management, we decided to document our progress more efficiently. This was done by writing up reports of what happened in meetings as soon as they were complete and also by better utilising GitHub as a means of source control.

## **TOPICS OF DISCUSSION**

1. Client meeting set up
  - Demonstrating scripts
  - MoSCoW style requirements
  - UI preferences
2. Project management improvements
  - All reports written in a similar format
  - Reports written as soon as possible to ensure accuracy
  - More consistent GitHub commits to ensure everyone is up to date

## **FURTHER ACTIONS**

Client meeting set up.

Project management improved through better documenting.

A more specific set of requirements acquired from clients.

Automating PLORAS

Team 32: Daniel Blackwell, Jedrzej Stuczynski, Farbas Miah

**MEETING END TIME:** 12.40pm