**Minutes of Group Meeting**

**COMP2811 User Interfaces**

**Group Project for Coursework 2**

----Meeting 1----

**Date:** 1 *12 2022*

**Start Time:** 15*:00*

**End Time:** 16*:00*

**Location:** Edward Boyle Library

**Present:** *Arjun Krishnan, Htoo Aung, Aaditya Kiran, Sarthak Dallakoti*

**Absent with apologies:** *NIL*

**Absent without Apologies:** *NIL*

**Minutes:** *Arjun Krishnan*

AGENDA

1. Recording attendance and apologies
2. Minutes of the last meeting
3. Actions from last meeting
4. Discussion on progress
5. Risks and Issues
6. Actions arising
7. Any Other Business
8. Date and Time of Next Meeting

2. Review of Minutes of Last Meeting

No Last meeting

3. Review of Actions from Previous Meetings

No Last Meeting

4. Discussion of Progress

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TO DO | | | | | |
|  | Date | Action | Who | When | Status |
|  |  |  | *person* | *Date due* | *e.g. complete* |
| 1 | 1/12 | *Set up repositories and branches for every collaborator*. Initiate first set of commits. | Htoo Aung | 5/12 | Complete |
| 2 | 1/12 | Review Code | ALL | 6/12 | Complete |
| 3 | 1/12 | Explore qt Designer Functionality | Aaditya | 6/12 | Complete |
| 4 | 1/12 | Set up Discussion Platforms on teams and trello kanban board | Sarthak | 6/12 | Complete |
| 5 | 1/12 | Set up shared meeting google doc | Aaditya | 6/12 | Complete |

5. Risks and Issues

* *Lack of knowledge on signals and slots. Resulting in catchup on module materials.*
* *Feng linux and lab machine issues causing delays in project management.*
* *Qt version control issues as later versions dont run the basic code.*

6. Actions Arising (added in 3) as it is first meeting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Actions arising from today’s meeting | | | | | |
|  | Date | Action | Who | When | Status |
|  | *today* | *description* | *person* | *Date due* | *e.g. complete* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

7. Any Other Business (AOB)

*Nothing*

8. Date and Time of Next Meeting

Date*: 08 12*

Time: 15*:00*

Location: William Henry Bragg

**END**

----Meeting 2----

**Date:** 6 *12 2022*

**Start Time:** 15*:00*

**End Time:** 16*:00*

**Location:** William Henry Bragg

**Present:** *ALL members present*

**Absent with apologies:**NIL

**Absent without Apologies:** *NIL*

**Chair:** *Arjun*

**Minutes:** *Arjun*

AGENDA

1. Recording attendance and apologies

2. Minutes of the last meeting *(read these together and approve or correct if not accurate)*

3. Actions from last meeting *(read these actions and mark as “Complete” or “Outstanding”)*

4. Discussion on progress

5. Risks and Issues *(identify and major risks to doing a good job and discuss solutions)*

6. Actions arising *(record any actions agreed, who will do them and when they will be done)*

7. Any Other Business *(discuss any other issues not covered above)*

8. Date and Time of Next Meeting

2. Review of Minutes of Last Meeting

Minutes of Last Meeting is Accurate

3. Review of Actions from Previous Meetings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Actions carried over from previous meetings | | | | | |
|  | Date | Action | Who | When | Status |
|  |  | *description* | *person* | *Date due* | *e.g. complete* |
| 1 | 8/12 | Add buttons to videoplayer | Htoo Aung | 10/12 | Complete |
| 2 | 8/12 | Add sliders to videoplayer | Sarthak | 10/12 | Complete |
| 3 | 8/12 | Started Report and knowledge gathering of UI principles, Create prototypes, wireframes. | Aaditya | 12/12 | Complete |
| 4 | 8/12 | Researched existing media player examples. Researched popular mob/tablet layouts | Arjun | 10/12 | Complete |
|  |  |  |  |  |  |

4. Discussion of Progress

* *Team discussed relevant buttons and sliders to be added to a video player.*
* *Discussed general layout of implementation.*
* *Updated Kanban Boards on Trello.*

5. Risks and Issues

* *Lack of Understanding of tomeo code.*
* *Multiple Errors / Segfaults occoured during connections between signals and slots.*
* *Less functional Lab machines and qt compilation issues in feng.*

6. Actions Arising

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Actions arising from today’s meeting | | | | | |
|  | Date | Action | Who | When | Status |
|  | *today* | *description* | *person* | *Date due* | *e.g. complete* |
| 1 | 8/12 | Implement Pause/Play functionality | Arjun | 12/12 | In Progress |
| 2 | 8/12 | Implement Functional Volume Slider | Sarthak | 9/12 | Complete |
| 3 | 8/12 | Implement Fast Forward | Tayza | 10/12 | Complete |

7. Any Other Business (AOB)

*NONE*

8. Date and Time of Next Meeting

Date*: 10 12 2022*

Time: 15*:00*

Location: William Henry Bragg

**END**

----Meeting 3----

**Date:** *dd mm yyyy*

**Start Time:** *hh:mm*

**End Time:** *hh:mm*

**Location:** Online using Microsoft Teams *(change as appropriate)*

**Present:** *group members*

**Absent with apologies:** *any group member who sent apologies*

**Absent without Apologies:** *anyone who has not turned up and not sent apologies in advance*

**Chair:** *the group member who chairs the meeting*

**Minutes:** *the group member responsible for writing the minutes*

AGENDA

1. Recording attendance and apologies
2. Minutes of the last meeting *(read these together and approve or correct if not accurate)*
3. Actions from last meeting *(read these actions and mark as “Complete” or “Outstanding”)*
4. Discussion on progress
5. Risks and Issues *(identify and major risks to doing a good job and discuss solutions)*
6. Actions arising *(record any actions agreed, who will do them and when they will be done)*
7. Any Other Business *(discuss any other issues not covered above)*
8. Date and Time of Next Meeting

2. Review of Minutes of Last Meeting

Minutes approved/ revised

3. Review of Actions from Previous Meetings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Actions carried over from previous meetings | | | | | |
|  | Date | Action | Who | When | Status |
| 1 |  | *description* | *person* | *Date due* | *e.g. complete* |
| 2 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

4. Discussion of Progress

*You can write a short set of bullet points about progress here.*

5. Risks and Issues

*You can write a short set of bullet points about any major risks or issues here.*

6. Actions Arising

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Actions arising from today’s meeting | | | | | |
|  | Date | Action | Who | When | Status |
| 1 | *today* | *description* | *person* | *Date due* | *e.g. complete* |
| 2 |  |  |  |  |  |
|  |  |  |  |  |  |

7. Any Other Business (AOB)

*You can write a short note about anything else that anyone wants to raise that was not covered in the rest of the meeting.*

8. Date and Time of Next Meeting

Date*: dd mm yyyy*

Time: *hh:mm*

Location:

**END**