

# Meeting *Full Group*

## Week 4

Scribe – James Oatley

Apologies:

Prakruti

## Old Business – Action Points from Last Meeting

Video module – meeting has been organised to sort this out

Weekly reports – Good, missing Steve and Prakruti's though

Iteration 5 – Good. Some technical issues require tickets

## New Business

HTML Tour:

From software side we require specific user stories and a document containing how the iterations have gone.

- A final report containing screenshots from JIRA and talking about how the iterations went for Paul and Stuart to see

The .html document is a technical style tool so that Paul can talk people through what we've done. It doesn't have to be visually crazy but should be a well-polished company document. It should outline changes of plan throughout the project (i.e. "this was how it started off" and then "this is how we ended up doing it").

It should contain KEY things: did we change the timesheet, minutes, agenda? Write a bullet point on what was done and why. We should put what we feel is important most of all.

eCook presentation:

- See action point 2
- What is Stuart's role? A company that takes a product to tender

User manual, this could be a tutorial.

## Action Points

- 1) How will we create .html document?

2) Talk to Stuart about final presentation, how much should we use eCook? Could we get top marks for 7 minute eCook example and 13 minute rest of sales pitch on PP?