Team 9
Minutes of the meeting of Team 9
Urban Sciences Building, 1 Science Square, NE4 5TG
On Thursday 21st March 2019, at 16:30

Present:

Emil Delvaux
Helen Evans
Nicholas Ng
Vilius Kaulinskas
Ethan Gwilliams
Robert Kovbasiuk
Ethan Gwilliams
Callum Nicholson

- M I N U T E S –

1) Apologies for absence: **1**
   William Kershaw - Society
   Emily Harrison

2) Minutes of the Last Meetings to carry out today:
   (i)   Reviewing Progress
   (ii) Finalising a working product for Trade Fair
   (iii) Reviewing progress for Trade Fair Poster

   The Minutes of the last meeting held on the 14/03/2019 were taken as read and agreed. A detailed document of this meeting can be found on the communal online file space.

3) Meeting Report:

(i) Reviewing Progress
   All teams broke off, the programming team continued their work in Android Studio whilst the website team reviewed how much they could optimise the view of the site. The documentation leader decided to postpone the User Manual internal deadline to focus on the Trade Fair Poster. All teams checked to see if the rate of progress was adequate and that they were following the internal deadlines set.

(ii) Finalising a working product for Trade Fair
   The programming team was told they need to have a minimum viable product by next week to ensure that screenshots taken next week would well reflect the design expected by final submission. This is so the Trade Fair Poster accurately portrays our finished app.

(ii) Reviewing Progress for Trade Fair Poster
   The documentation leader worked with both the members of the website sub-team to analyse Vilius' draft poster design and adapted it as to integrate the design features they wanted. This is set to go on longer than the meeting close as there are many ideas they wish to incorporate before the next meeting.

   Update After Meeting:
   They worked on this for an hour and a half after the end of the meeting. By the end of this, the template was finalised, a slogan decided, and references completed. However, draft data and placeholder images are still being used. The plan is to add images and screenshots next week when the MVP from the programming team is made available to everyone. Data will then be added to complement these screenshots.

4) Matters and Actions to be sorted and undertaken at next meeting/s:
   (i)   Reviewing progress
   (ii) Review MVP from Programming Team
   (iii) Reviewing Trade Fair Poster

5) The arranged date and time for the next meeting is:

Thursday 28th March 2019, 15:30

N.B: If anything arises demanding immediate attention of the Team, a special meeting can be called.

MEETING CLOSED AT 17:20

Chairperson: Dated:

Helen Evans   _23 / 3 / 19_