

Meeting: 29th March 2018

Meeting Type: Weekly Meeting

Team: Team 

Meeting Start Time: 2:00pm

Meeting End Time: 3:30pm

Attendance

- Pete: Yes
- Sam: Yes (via phone)
- Liam: Yes
- Guy: Yes
- Elliot: Yes

Agenda

- [1 min] Check meeting attendance and acknowledge absences.
- [10 mins] Check progress since last meeting, mark which tasks are complete and which are still outstanding (and reasons for their delay).
- [15 mins] Review **sequence diagrams**.
- [15 mins] Discuss **client's change to the specification**.
- [15 mins] Review **development work**.
- [15 mins] Discuss **adjusting deadlines & team allocations**.
- [5 mins] Assign actions to be completed for next meeting.
- [2 mins] Set a date and venue for the next (development) meeting, acknowledge potential absences for the coming week.
- [N/A] Additional comments

Progress

General

- Check **Liam's** updates to the documentation. ✓

Pete

- Continue game engine development ✓

Sam

-

Liam

- Ask client for final decision on trading. ✓
- AI development: set up tests ✓

Guy

- User research. ✓
- Finish off flowchart. ✓
- Game engine development: card and tile functionality. ✗

Elliot

- Research UI testing. ✓
- Finish off sequence diagrams. ✓
- UI development: Set up classes and testing. ✓

Notes

- **Pete** begins by mentioning that his laptop was stolen a few days ago and has since been working with **Liam** and **Guy** doing pair programming.
- We review **Elliot**'s sequence diagrams and are happy that they are now complete.
- Next we discuss the client's changes to the specification. The ability to trade has been added. We discuss the effects of this on the project. We decide we need to update various parts of the project and assign them:
 - **Liam**: Update requirements document and use-case diagram.
 - **Elliot**: Update wireframes
 - **Sam**: Update designs
 - **Pete**: Update class diagrams and JSON data file
 - **All**: Update our code to match changes to design
- **Guy** tells us that he has already updated the flow diagram.
- We briefly discuss the issue of keeping versions of our design diagrams, but **Guy** shows us that Google Drive automatically tracks this for us.
- **Elliot** seeks a common understanding of the change to the specification and asks **Liam** to confirm with the client whether trading should be before or after property development.
- We then begin reviewing our current development work.

- **Liam** and **Elliot** both suggest that we should begin having weekly development sessions to keep up with the workload.
- **Guy** says his progress has been slow.
- **Pete** says he only managed to push a fraction of his work before his laptop was stolen.
- **Liam** says he hasn't made as much progress as he would have hoped for the AI, but he has been pair programming the game engine with **Pete**.
- **Elliot** says he has made some good progress with the UI, but there's still lots to do.
- **Sam** hasn't been able to complete any work as he is still recovering from his illness.
- We then move on to discussing whether we need to adjust our timescales or team allocations.
- **Elliot** highlights that we've now encountered three risks and suggests we use buffer time:
 - Loss of code (due to **Pete**'s stolen laptop)
 - Temporary loss of a member (due to **Sam**'s illness)
 - Falling behind schedule (generally)
- **Pete** says that we shouldn't use buffer time as we'll need it later.
- **Elliot** replies that while that's true, we would be denying the inevitable by doing that: better to know of the issue now rather than delaying it til later.
- **Pete** then shows that the dates **Elliot** is working from are incorrect, they both agree that we still have plenty of time.
- We agree to have a development session after our next meeting on Tuesday 3rd April on campus.

Actions

General

- Plan next development session.

Pete

- Update class diagrams and JSON data file for trading.
- Continue with Game Engine development.

Sam

- Update designs for trading.

Liam

- Contact client to clarify when trading should be allowed.

- Continue with Game Engine development.
- Update requirements for trading.

Guy

- Continue with Game Engine development.

Elliot

- Update wireframes for trading.
- Continue with UI development.

Next meeting

The next meeting will be on: 1pm on 3rd April on Campus