Meeting 8 - Minutes

York Software Solutions

Software Engineering Project

Department of Electronics
University of York

Authored by Sam Merryweather

Document Change Log		
Change made by	**Date**	**Notes**
Louis Cowell (LC)	21/02/19	Agenda filled in
Sam Merryweather (SM)	25/02/19	Meeting held, minutes filed
SM	16/05/19	Document formatted to meet company standards

Document Approval Name: *Meeting 8 - Minutes* Document Serial Code: *008*		
Reviewer(s)	**Signature**	**Date**
Louis Cowell *Project Manager*	LOUIS COWELL	25/02/19
Sam Merryweather *Quality Assurance Manager*	SAM MERRYWEATHER	25/02/19

Meeting 008

Serial Code	Meeting Date	Attending	Absent
008	25/02/19	Cameron Louis Ed Sam Iyra	Haruna George

Round The Table Updates:

To be conducted in no particular order.

Team Member	Update	Remarks
Haruna	Financial	
Haruna	XML/Server Development	
George & Ed	Marketing	George has been more active on Marketing side - need an update from him
George	Brand Integration	
Ed	GUI	Ed is learning FXML for JavaFX - also looking into Scene Builder. Cameron will write specification for GUI and pass to Ed. Louis needs to add this to Gantt chart
Louis	Project	Project Wide Standards second meeting today - agreeing contracts (pricing structure etc.), will send round an update once we know what modules other groups are selling. We have a good idea of what we want to buy and sell.
Louis	Communications	Tender presentation feedback should come this week
Sam	QA	Not much QA-wise this week - people need to remember to send Sam documents once they are complete for approval. QA Plan technically overdue but coming soon. Happy to help with Marketing or Development if needed in coming weeks. Sam is looking at adding more to QA Manual re: QA Plan.
Sam	Testing	Testing scripts coming soon.
Iyra & Cameron	Software Design & Development	Continuing with image gallery research. Development session happening Wednesday afternoon.

Agenda:

Item	Added By	Remarks
Timesheets	Louis	Do your timesheets please!
Colour Scheme	Louis	Is colour scheme decided? Do we have hex codes?
GUI	Louis	Need update on GUI

Marketing	Louis	George & Ed need to start Marketing material - Market Research Report already technically due - Louis must update Gantt chart
Software Development Plan	Louis	Need sprint info from Iyra to complete SDP
Lab Session Attendance	Louis	Please turn up to Thursday lab sessions - everyone should have things to be getting on with
Sound requirement of brief	Louis	Sound capability for live chats - audio is requirement of brief - this will be probably second iteration

Actions:

*Actions from previous meeting completed? **N***

- **Haruna:** Plan content for initial library and make sample XML file

Item	Remarks
Louis to update Gantt chart	Add GUI Specification Update Marketing timeline
George to finalise hex codes and post in document Cameron will create	Can go into document guidelines file if preferred
George & Ed to have Market Research Report in by next Monday	Sam & Louis free to help
Louis to join Iyra and Cameron in the lab 12pm Wednesday to finish SDP	

Any Other Business: