Meeting 4 - Minutes

York Software Solutions

Software Engineering Project

Department of Electronics
University of York

Authored by Louis Cowell

Document Change Log		
Change made by	Date	Notes
Louis Cowell (LC)	25/01/19	Document Created
LC	28/01/19	Additional Sections added
Sam Merryweather	16/05/19	Formatting to meet company standard

Document Approval		
Name: *Meeting 4 - Minutes*		
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Reviewer(s)	**Signature**	**Date**
Louis Cowell *Project Manager*	LOUIS COWELL	28/01/19
Sam Merryweather *Quality Assurance Manager*	SAM MERRYWEATHER	28/01/19

Meeting 4

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Attendance & Round The Table Updates:

To be conducted in no particular order. Feel free to make notes for yourselves here before meetings!

Attending - Iyra, Ed, George, Cameron, Haruna, Louis

Absent - Sam

Haruna:

Financial Update:

- Everyone will submit their hours by the Monday meeting for the previous week, hours will be checked over during the meeting

XML/Server Development Update:

George & Ed:

Marketing Update:

- Need to think about target market - generate wider appeal e.g. we know who will want to use it - how can we draw in others? Gamification, 1 month subscription to Premium for inviting others etc.

Brand Integration Update:

GUI Update:

- Accessibility options should be included - colourblind mode, text size, font etc.

Louis:

Project Update:

- Louis will be collating all of the role descriptions today and sending them off to Sam for a final check

Communications Update

Sam:

QA Update:

Testing Update:

Iyra & Cameron:

Software Design & Development Update:

- Cameron has a function list looking towards the functional specification - we need to track functions through the project. This is achievable through GitHub.
- Need functional spec examples - Louis to put them on Google Drive
- Louis to email SJP and ask if QA/Functional Spec submission are final submissions

Agenda:

Role descriptions - should be complete and checked over by Louis, Sam will collate them this week

Company vision - Louis to write and send to rest of team for checking over

Decide on final structure of QA manual and delegate who will tackle each section

 George to look into a section on social media strategy?

 Louis to write a comms/ethics policy which all members must sign?

QA Manual:

Title Page - *Sam*

Contents - *Sam*

Change Log - *Everyone*

Introduction:

    Personnel - *Sam*

    Organisational Structure - *Sam & Louis*

    Company Vision - *Sam & Louis*

Role Descriptions: - *Everyone*

Project Management Methodology:

    GANTT - *Sam, Haruna & Louis*

    Agile - *Sam, Haruna & Louis*

Development Methodology:

    Design - *Iyra & Cameron*

    Implementation - *Iyra & Cameron*

    Testing & QA - *Iyra & Cameron*

Marketing:

    Brand Integration - *Ed & George*

    Social Media Strategy - *Ed & George*

Communications Policy

    Client Communications Policy - *Louis*

    Ethics Policy / Code of Conduct - *Louis*

Deliverables - *Sam*

Appendices:

Project Management Documentation - *Louis*

      Meetings - *Louis*

      Timesheets - *Haruna*

      Disciplinary - *Louis*

Software Development Documentation - *Iyra & Cameron*

Actions:

Actions from previous meeting completed?

Haruna to finish role description by the end of the day

Haruna to create shared time sheet and add hours for last week

Louis to collate role descriptions, edit them and send them on to Sam

Louis to put functional spec examples on Google Drive

Louis to email SJP to ask about the QA Manual / Functional Spec submission

Sam needs to approve and integrate role descriptions

Everyone to do their QA sections by Thursday 1pm