Meeting 5 - 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)	04/02/19	Document Created, Agenda Added
LC	06/02/19	Meeting held, Minutes taken
Sam Merryweather	16/05/19	Formatting to meet company standards

Document Approval		
Name: *Meeting 5 - Minutes*		
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Reviewer(s)	**Signature**	**Date**
Louis Cowell *Project Manager*	LOUIS COWELL	06/02/19
Sam Merryweather *Quality Assurance Manager*	SAM MERRYWEATHER	06/02/19

Meeting 005

Serial Code	Meeting Date	Attending	Absent
005	06/02/19	Haruna, Iyra, Sam, George, Cameron, Louis	Ed

Round The Table Updates:

To be conducted in no particular order.

Team Member	Update	Remarks
Haruna	Financial	Working on the Financial Business plan - Everyone give an estimate of work per week: Definitely two hours scheduled lab and ½ hour meeting time per week. 3 hours for now but as time ramps up we will be working.
Haruna	XML/Server Development	XML cannot begin until Project Wide Standards are decided. Server-side development structure yet to be decided by Iyra, Cameron.
George & Ed	Marketing	George has been looking at apps with the same functional requirements and compiling list of features. Looking at Duolingo marketing model as a model of particular interest. Viral marketing including memes and whatnot being looked into. 'Cheerful mascot' floated as an idea. Spectacled Bear?? Might be worth looking at Japanese apps because everything in Japan has a mascot. Differences between Duolingo and Rosetta Stone?
George	Brand Integration	Style guide will be written soon
Ed	GUI	N/A
Louis	Project	Louis is working on Gantt chart this week but may be free for development as well. Project Wide Standards meeting to take

		place on Thursday - Iyra, Haruna and Louis to attend
Louis	Communications	N/A
Sam	QA	Manual was delivered this week - happy with it so far. Will be getting feedback on it soon and will be able to make changes based on that. Everyone please keep on top of documentation. Will be spending some time this week working on QA and Test Plan stuff.
Sam	Testing	N/A
Iyra & Cameron	Software Design & Development	Looking into accounts and database stuff - development to start on Thursday - Iyra to look into image gallery architecture Window Builder in Java for Eclipse could be useful so looking into that. Image handler could be a software module to sell.

Agenda:

Item	Added By	Remarks
Work to be submitted on time	Louis	
QA Manual & Functional Spec submitted - everyone to have a read through of key sections and delegate work for next steps	Louis	
Logo	Louis	
Product Standards meeting	Louis	
Everyone to ensure that they include a change log and document approval part to official documents	Louis	

Actions:

Actions from previous meeting completed? **Y**

Item	Tasked to	Remarks
Server architecture to be decided by Iyra and Cameron	Iyra & Cameron	
Sit down at some point and write a style guide	Ed & George	Font, text size, spacing, colour scheme, logo ideas

Start coordinating logo	Cameron & Ed	Cameron will design the logo due to prior experience

Any Other Business:

Iyra suggested colour-blind design from the offset - Louis suggested looking at 'Designing for Disability' YouTube series.