

Meeting 15 - Minutes

York Software Solutions



Software Engineering Project

**Department of Electronics
University of York**

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Document Change Log		
Change made by	Date	Notes
Louis Cowell	21/05/19	Document Created, agenda filled and meeting held

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Reviewer(s)	Signature	Date
Louis Cowell <i>Project Manager</i>	LOUIS COWELL	21/05/19
Sam Merryweather <i>Quality Assurance Manager</i>	SAM MERRYWEATHER	21/05/19

Meeting 15

Serial Code	Meeting Date	Attending	Absent
015	21/05/19	Louis Cameron Ed George Iyra	Sam Haruna

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 working on research documents showing where Marketing and Branding ideas have come from. George working on a beta testing survey. Looking at criteria for final presentation and putting together final presentation.
George	Brand Integration	
Ed	GUI	Free for more work - George and Ed to look over final GUI designs. Ed to work on slideshow stuff with Iyra and Haruna.
Louis	Project	Continuing with development - will review progress after exams and update Project Progression Plan.
Louis	Communications	
Sam	QA	
Sam	Testing	
Iyra & Cameron	Software Design & Development	Flash cards not yet done - phrase book content soon to be finished and integrated. Working on better video integration - adding an extra panel with buttons that lead to stock videos of alphabet, common phrases direct from YouTube or playing from a local address.
Iyra	Source Control	

Agenda:

Item	Added By	Remarks
		No agenda this week - everyone knows what needs to be done. Continuing with development and other related project tasks.
Meeting Next Week	Louis	Next week's meeting is next Thursday morning at 10am instead of the usual time.

Actions:

*Actions from previous meeting completed? **No - quizzes still need to be integrated. Interview script still needs writing.***

Action	Remarks
Quizzes to be integrated	
Interview Script	George and Louis to look at interview script

Any Other Business: