

Meeting 16 - 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
Sam Merryweather (SM)	30/05/19	Document created and agenda filled
SM	30/05/19	Meeting chaired, document filled out

Document Approval Name: <i>Meeting 16 - Minutes</i> Document Serial Code: <i>016</i>		
Reviewer(s)	Signature	Date
Louis Cowell <i>Project Manager</i>	LOUIS COWELL	30/05/19
Sam Merryweather <i>Quality Assurance Manager</i>	SAM MERRYWEATHER	30/05/19

Meeting 16

Serial Code	Meeting Date	Attending	Absent
016	30/05/19	Sam Cameron Ed George Iyra	Louis 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	Starting HTML tour and presentation - Going to start after meeting
George	Brand Integration	Documents for research being done
Ed	GUI	Slideshow layouts for the quiz
Louis	Project	-
Louis	Communications	-
Sam	QA	Send Sam docs when they're
Sam	Testing	Testing to be done in the next couple of days
Iyra & Cameron	Software Design & Development	Phrasebook, video tab setup - needs integrating. Getting there with development, still need to do slideshow. Cameron, Iyra, Haruna and Ed to complete PhraseBook in the next day or two before presentation

Agenda:

Item	Added By	Remarks
Demonstration and Sales Presentation on Monday 3rd June:	Sam Merryweather	Organisation, ideas, work assignment, possible session to work on it after meeting?
Individual Reports	Sam Merryweather	Start writing 2-page individual reports on contributions. These need to be ratified by the group, so best to start soon so there's time to check over them
Development	Sam Merryweather	How's it going? What are we going to have to show by Monday? Dev focus until Monday

Final Submission	Sam Merryweather	Compiling files for submission, HTML Tour
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Actions:

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

Item	Remarks

Any Other Business: