

Meeting 12 - 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)	19/04/19	Document Created
LC	29/04/19	Agenda filled, Meeting held, Minutes filed
LC	06/05/19	Actions retroactively added
Sam Merryweather	16/05/19	Document formatted to meet company standards

Document Approval Name: <i>Meeting 12- Minutes</i> Document Serial Code: <i>012</i>		
Reviewer(s)	Signature	Date
Louis Cowell <i>Project Manager</i>	LOUIS COWELL	29/04/19
Sam Merryweather <i>Quality Assurance Manager</i>	SAM MERRYWEATHER	29/04/19

Meeting 12

Serial Code	Meeting Date	Attending	Absent
012	29/04/19	Louis Cameron Ed	George Sam Haruna Iyra

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	Brand Integration	
Ed	GUI	Spoke to Iyra - working towards creating CSS files. Marketing stuff mostly wrapped up at this point
Louis	Project	Performance review stuff will be finished in the next couple of days - will probably take the form of a few bullet points with accompanying stats and then a quick 5-10 minute chat over Slack afterwards. I will drop a message in the general Slack channel after the meeting letting everyone know Audio module finished and delivered - haven't heard anything back yet
Louis	Communications	
Sam	QA	
Sam	Testing	
Iyra & Cameron	Software Design & Development	This term's coding has been split up Ed, Iyra, Haruna, George working on quizzes and slide show handler Louis, Sam & Cameron working on 'phrasebook'
Iyra	Source control	

Agenda:

Item	Added By	Remarks
Timesheets	Louis	We will do our timesheets for the previous week and lock in existing ones now.
Software Development Plan	Louis	Needs updating.

Actions:

Actions from previous meeting completed? **Not Sure**

Marketing Costs	Haruna and George to talk after meeting about Marketing costs
Marketing Plan & Social Media Strategy	George to finish this off and deliver it by Monday
Budget	Haruna to figure out how many hours we have left to budget for by Monday
Feedback from deaf community	Louis to contact YUSU Disability Officer Haruna to contact Eurovision people if possible George to speak to his BSL signing friends Once we have interviewees confirmed, write interview script
Focus Group	Haruna to source focus group

Any Other Business: