

Meeting 9 - 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)	27/02/19	Agenda filled
Iyra Bhandal (IB)	04/03/19	Meeting held, minutes filed
LC	20/04/19	Minor corrections
Sam Merryweather	16/05/19	Document Formatted to meet company standards

Document Approval Name: <i>Meeting 9 - Minutes</i> Document Serial Code: <i>009</i>		
Reviewer(s)	Signature	Date
Louis Cowell <i>Project Manager</i>	LOUIS COWELL	04/03/19
Sam Merryweather <i>Quality Assurance Manager</i>	SAM MERRYWEATHER	04/03/19

Meeting 9

Serial Code	Meeting Date	Attending	Absent
009	04/03/19	Everyone	None

Round The Table Updates:

To be conducted in no particular order.

Team Member	Update	Remarks
Haruna	Financial	Managing on securing more money. Financial business plan passed by Sam for documentation, due for Friday.
Haruna	XML/Server Development	Haruna needs server access and to refine SQL for collections structure.
George & Ed	Marketing	Filling in market research reports; hex codes for colours/designs have been finalized (nearly). Justifications for colours/use added. Marketing plan/social media strategy needs doing.
George	Brand Integration	
Ed	GUI	Mock-ups with GUI development plan, should work on translating designs into FXML
Louis	Project	Get everyone to be pitching into the development side. Audio Module started in the past week.
Louis	Communications	Send off the financial request, arrange who needs to be in the meeting.
Sam	QA	Procedure for testing finished outline, mock template documents created; Cameron and Iyra need to look.
Sam	Testing	Iyra and Cameron to guide Sam with test framework in coming week.
Iyra & Cameron	Software Design & Development	Image module and hooking up login form in the coming week.
Iyra	Source control	Update all members on the source control system, write up standards doc for code conventions.

Agenda:

Item	Added By	Remarks
Timesheets	Louis	We will do our timesheets for the previous week and lock in existing ones now
Development Meeting	Louis	Ed to start working on Image Gallery with Cameron (?) Haruna to start working on Server-side development with Iyra

		Louis, Sam & George to start work on Audio module this week

Actions:

Actions from previous meeting completed? Y

Item	Remarks
	Sam and Louis working on image gallery
	Haruna working on server/XML (still needs server access)
	Development meeting Wednesday
	Iyara to work on conventions/standards document
	Haruna/Louis meeting with Tony
	Write e-mail to Ortus query about XML
	Sam and Louis to look over market research report

Any Other Business: