

# **Meeting 13 - 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	06/05/19	Agenda filled, meeting held, minutes filed
Sam Merryweather	16/05/19	Document formatted to meet company standards

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<b>Reviewer(s)</b>	<b>Signature</b>	<b>Date</b>
Louis Cowell <i>Project Manager</i>	LOUIS COWELL	06/05/19
Sam Merryweather <i>Quality Assurance Manager</i>	SAM MERRYWEATHER	06/05/19

## Meeting 13

Serial Code	Meeting Date	Attending	Absent
013	06/05/19	Louis Cameron Ed George Haruna	Sam Iyra

Round The Table Updates:

*To be conducted in no particular order.*

Team Member	Update	Remarks
Haruna	Financial	Financially our budgeting problem has not had as big of an impact as we expected it to - if we have a rough idea of what we want to achieve by the end of this week we can approximate hours and see how our budget is impacted. If we can cut out 'dead time' where people are present but not productive then this would go some way to reducing costs overall.
Haruna	XML/Server Development	Going to meet with Iyra to continue development (credits & progression system)
George & Ed	Marketing	Not much going on Marketing wise - starting to look at final presentation. Marketing Financial Summary has been started which is a mix of a glossary of terms and some mention of our strategy as it relates to Marketing finances. Looking at the possibility of reworking some of the Marketing materials so that more appropriate content is in each one.
George	Brand Integration	
Ed	GUI	Working through CSS stuff and looking at various layouts & colour options.
Louis	Project	Performance reviews have been sent out individually - most self-evaluations have been completed and returned. Development continuing in groups as mentioned on Slack.
Louis	Communications	N/A
Sam	QA	
Sam	Testing	
Iyra & Cameron	Software Design & Development	Making good progress this Iteration - quizzes and space repetition done and need integration. Development session after the meeting today.
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.
Performance Review	Louis	Please complete and return self-evaluations if you haven't already.

Development Session	Cameron	Development Session Wednesday 11am - we are on track with development currently.
HTML Tour	Louis	lyra has some experience with HTML so we should talk to him about the possibility of him doing it - since it is to an extent a brand integration & marketing thing, George & Ed will also work on it.

Actions:

*Actions from previous meeting completed? **No** - Haruna needs to contact focus group people and interviewees.*

Marketing Plan & Social Media Strategy	Louis & Sam to sign off on this.
Feedback from deaf community	Haruna to contact Eurovision people if possible
Focus Group	Haruna to source focus group

Any Other Business:

George's BSL signing friend is available for interview - two more potentially available