Meeting 10 - 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	11/03/19	Agenda Filled, Meeting Held, Minutes filed
Sam Merryweather	16/05/19	Document formatting to meet company standards

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Reviewer(s)	**Signature**	**Date**
Louis Cowell *Project Manager*	LOUIS COWELL	11/03/19
Sam Merryweather *Quality Assurance Manager*	SAM MERRYWEATHER	11/03/19

Meeting 10

Serial Code	Meeting Date	Attending	Absent
010	11/03/19	George, Louis, Iyra, Ed, Cameron, Haruna	Sam

Round The Table Updates:

To be conducted in no particular order.

Team Member	Update	Remarks
Haruna	Financial	Timesheets locked in for this week. Haruna will upload the latest financial report to the repository. We are currently over budget for labour by a significant amount. We have sold modules at a loss but this is within the buffer that Haruna budgeted for. Haruna needs to get in contact with Tony regarding the loan.
Haruna	XML/Server Development	XML parser is operational and working with the server. It does need to be customised for the text module from Ortus. We still don't have encryption on the server but this should be reasonably trivial. Learning style and other preference attributes from the Functional Spec need to be added.
George & Ed	Marketing	George has made a start on Social Media Strategy and Marketing Strategy and has been doing research on SEO. Haruna needs some information about Marketing costs for when we revisit Financial Business Plan.
George	Brand Integration	George will be working with Ed to ensure the GUI is on-brand. Generally we should be looking for white space with blue accents (using the hex code supplied last week). Splash screen needed for perhaps second iteration?
Ed	GUI	Ed has done the login and registration pages. Now able to start working towards the other layouts (user home page and edit preference page) and then CSS stuff.
Louis	Project	Nothing specific to talk about - continuing with development for deadline on Friday. We need to look over the QA Manual and check deliverables.
Louis	Communications	Haruna needs to write a follow up email to Tony/go to his office - Louis will write an email to Stuart asking for feedback on Functional Spec, Tender Presentation and also about Financial Business Plan I. Also inform him that we can't do after 4pm on Friday as Iyra has a doctors appointment. Michael from Ortus has emailed to say that the text handler has been completed and is ready for handover. Louis needs to reply to discuss handover process.
Sam	QA	N/A
Sam	Testing	N/A
Iyra & Cameron	Software Design & Development	Image Handler has been handed over to WeTech - acceptance testing underway but they seem happy with it. Login container now goes to default

		GUI screen from Ed - from there you can navigate to image gallery. Next stage is registration and ability to download and view collections. Iyra needs to finalise coding style guide. Need to check Functional Spec and ensure everything for first iteration has been covered.
Iyra	Source control	Iyra available for training with GitHub. Sam still not on GitHub?

Agenda:

Item	Added By	Remarks
Timesheets	Louis	We will do our timesheets for the previous week and lock in existing ones now
Development Sessions	Cameron	Development sessions will be taking place Tuesday from 12pm, Wednesday afternoon and from 10am on Thursday - everyone to please make an effort to attend all of these.

Actions:

Actions from previous meeting completed? **N**

Iyra's style guide pushed until after first iteration demo

No response from Tony yet - follow up needed

Louis still needs to approve Market Research Report

Haruna/Louis meeting with Tony	Haruna needs to get in contact with Tony and arrange a meeting regarding the loan
Market Research Report approval	Louis to look over Market Research Report and check with Sam if he has
Marketing costs	Haruna needs some information about Marketing costs for when we revisit Financial Business Plan.
Emails to Stuart and Michael	Re: Feedback and handover of module
Sam on GitHub	Iyra to contact Sam about getting on the GitHub

Any Other Business: