

# **Meeting 2 - 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	15/11/18	Document Created, Minutes taken
Sam Merryweather	16/05/19	Document Formatting

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<b>Reviewer(s)</b>	<b>Signature</b>	<b>Date</b>
Louis Cowell <i>Project Manager</i>	LOUIS COWELL	15/11/18
Sam Merryweather <i>Quality Assurance Manager</i>	SAM MERRYWEATHER	15/11/18

# Meeting 2

Created by: Louis Cowell

Serial Code: 002

Date Created: 23/10/18

Date Last Modified: 15/11/18

Modified By: Haruna

Agenda:

Project roles - decide on minor roles. Any changes needed?

Logging hours - Google Calendar or spreadsheet?

Project ideas - start thinking in more detail about project

GitHub to be used for document control or keep using Google Drive

Google Calendar:

Decided to use a shared Calendar to organise meetings & to see what everyone is doing and when, but to log hours in a spreadsheet.

Google Drive:

Decided provisionally to use Google Drive for meeting documents, reports and images but GitHub for to-do lists and other minor documents due to higher level of accountability.

Project Roles:

Does it make more sense for George to take Creative Manager as minor role and Sam to take QC as minor role?

Haruna to potentially take XML/Server side as minor + content

Louis to take Client Liason/Communications Manager as minor and also help out with software when needed

Project Ideas

- Interactive books
- Film/media review
- TV Guide/Netflix/Radio Times type thing with accounts, list view / tile view / scrolling view
- Storefront - Etsy for example
- Education, Accessibility - educational app for learning ASL/BSL (sign language)

Actions:

Actions from previous meeting completed?

GitHub account - SWEng420. Everyone to start up GitHub account and message Iyra on Slack to be added to the group account.

Louis to email Stuart with initial project & role ideas, arrange meeting

Keep thinking about ideas

Everyone make sure they are on Slack

Arrange next meeting for Spring Term Week 2 after exams