

Meeting 14 - 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	13/05/18	Document Created, Agenda filled and meeting held
Sam Merryweather	16/05/19	Document Formatting

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Reviewer(s)	Signature	Date
Louis Cowell <i>Project Manager</i>	LOUIS COWELL	16/05/19
Sam Merryweather <i>Quality Assurance Manager</i>	SAM MERRYWEATHER	16/05/19

Meeting 14

Serial Code	Meeting Date	Attending	Absent
014	13/05/19	Louis Cameron Ed George Haruna Sam Iyra	N/A

Round The Table Updates:

To be conducted in no particular order.

Team Member	Update	Remarks
Haruna	Financial	Timesheets will be locked in after Wednesday and everything updated and an appointment will be made with Tony.
Haruna	XML/Server Development	Hasn't been much of that to do lately - credits need to be implemented at some point but since the full functionality won't exist in this iteration that isn't currently a priority.
George & Ed	Marketing	Marketing Financial Summary is on Drive - Sam & Louis to check over it.
George	Brand Integration	Starting final presentation preparation - will take the lead on this. Quiz code is on Git ready to be integrated with the main.
Ed	GUI	All of the 1st Iteration CSS files are more or less done. The next step is integrating Cameron's phrase book & flash card stuff. Once development is complete the CSS integration should be relatively painless.
Louis	Project	Development continues - will start working on the HTML tour soon - started collating project management documents including performance reviews.
Louis	Communications	N/A
Sam	QA	Keep Sam updated on documents and send them across for approval.
Sam	Testing	Would be good to have a second pair of eyes to help Sam with testing over the next couple of weeks - Haruna and Iyra should be free after Wednesday to help with this.
Iyra & Cameron	Software Design & Development	Content for phrasebook being sourced - happy with development progress so far. Generally we seem to be on track development-wise. The quantitative measure of this is how many green boxes we have on the new Software Development Plan. Testing requires going through the framework with Sam. This will be a mixture of visual tests and input testing etc.
Iyra	Source Control	N/A

Agenda:

Item	Added By	Remarks

Actions:

*Actions from previous meeting completed? **Yes***

Quizzes to be integrated by next Monday for focus groups	Focus group people should be free next week.
Interview Script	George and Louis to look at interview script

Any Other Business:

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

Haruna has three people who are possible for focus groups - quizzes should be in for next week