

Meeting 11 - Minutes

York Software Solutions



Software Engineering Project

**Department of Electronics
University of York**

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Change made by	Date	Notes
Louis Cowell (LC)	14/03/19	Document Created
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Sam Merryweather	16/05/19	Document Formatted to meet company standards

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Reviewer(s)	Signature	Date
Louis Cowell <i>Project Manager</i>	LOUIS COWELL	19/04/19
Sam Merryweather <i>Quality Assurance Manager</i>	SAM MERRYWEATHER	19/04/19

Meeting 11

Serial Code	Meeting Date	Attending	Absent
011	19/04/19	Louis Cameron Iyra Haruna George	Sam Ed

Round The Table Updates:

To be conducted in no particular order.

Team Member	Update	Remarks
Haruna	Financial	
Haruna	XML/Server Development	
George & Ed	Marketing	
George	Brand Integration	
Ed	GUI	
Louis	Project	
Louis	Communications	
Sam	QA	
Sam	Testing	
Iyra & Cameron	Software Design & Development	
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.
Financial Situation	Louis	We need to break down tasks into hours and budget for them - 158 hours total supposed to be budgeted for (roughly). We will use Project Progression Plan including past timesheets - Louis to update Progression Plan and Haruna to figure out how many budget hours we have left.
Video Module	Louis	Acceptance testing starts on video module today - Sam needs to be involved in this next week. Aim for the module to have been accepted by Wednesday along with Text Handler.
Audio Module	Louis	Louis and Sam to carry on with Audio Module - deadline next Friday.
Feedback from Hard of Hearing People	Louis	<p>Contact YUSU Disability Officer George has friends who sign BSL Haruna knows someone who knows people who were involved in sign language in Eurovision - try to get in contact with them</p> <p>Write interview script for the above / online communities and use information gained to inform design decisions for second iteration</p>

		Conduct constant feedback from a focus group or person whereby non-ASL speaker uses our app to learn and suggests changes. Perhaps also the Android Store one?
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Actions:

Actions from previous meeting completed? Y

Marketing Costs	Haruna and George to talk after meeting about Marketing costs
Sam on GitHub	lyra did contact Sam about getting on the GitHub - some kind of problem with signing up - Louis to check in and make sure he gets signed up
Marketing Plan & Social Media Strategy	George to finish this off and deliver it by Monday
Project Progression Plan	Louis to update so that Haruna can use it to budget
Budget	Haruna to figure out how many hours we have left to budget for by Monday
Acceptance Testing	Both modules to have been accepted/not accepted by Wednesday
Audio Module	Louis & Sam to finish Audio Module by next Friday
Feedback from deaf community	Louis to contact YUSU Disability Officer Haruna to contact Eurovision people if possible George to speak to his BSL signing friends Once we have interviewees confirmed, write interview script
Focus Group	Haruna to source focus group
Performance Analytics & Review	Louis to look into doing this

Any Other Business:

George - we should look at 'multi-channel gesturing'