

Meeting 7 - 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	21/02/19	Document Created, Agenda and meeting held
Sam Merryweather	16/05/19	Formatting to meet company standards

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Reviewer(s)	Signature	Date
Louis Cowell <i>Project Manager</i>	LOUIS COWELL	21/02/19
Sam Merryweather <i>Quality Assurance Manager</i>	SAM MERRYWEATHER	21/02/19

Meeting 007

Serial Code	Date Created	Attending	Absent
007	21/02/19	Cameron Louis Haruna	Sam George Ed Iyra

Round The Table Updates:

To be conducted in no particular order.

Team Member	Update	Remarks
Haruna	Financial	Approved timesheet hours and locked them in
Haruna	XML/Server Development	
George & Ed	Marketing	
George	Brand Integration	
Ed	GUI	
Louis	Project	Louis is working on Software Development Plan with Cameron.
Louis	Communications	
Sam	QA	
Sam	Testing	
Iyra & Cameron	Software Design & Development	Continuing with Sprint II - Iyra has been doing server development and GitHub communication (server-website spike) and Cameron has been doing image handling interface

Agenda:

Item	Added By	Remarks
Timesheets	Louis	Do your timesheets please!
Tender presentation went well	Louis	Well done everyone! Stuarts preliminary feedback was that the idea was good but a big idea and care is needed to execute it properly. Business model and marketing stuff looked reasonable - interpretation of Agile may be slightly off as when approval not granted by the client, this will occasionally necessitate going back to Specification phase.

Actions:

*Actions from previous meeting completed? **N***

- *Hex Colour still needs to be decided - **George***
- *Need update from **Ed** re: GUI*

Item	Remarks
Cameron	Tidy up icon design
Haruna	Plan content for initial library and make sample XML file
Louis	Complete Software Development Plan

Any Other Business: