

Hounslow West Evangelical Church
Multimedia Website Project (HWECEMWP)
Minutes of meeting with main stakeholders Monday 16 April 2007 at 7:00pm

Present: Mr Gerald Yuen M.Sc, Mr David Hollands, Rev Ronald Hollands

1. **Opening greeting:** Mr D Hollands formally welcomed the stakeholders.
2. **Apologies for Absence:** Mr D Appleton
3. **Minutes of last meeting held on 22 March 2007:** These were approved by Mr D Hollands and Mr G Yuen as accurate records of the meetings.
4. **The state of affairs:** Mr D Hollands reported his progress. He has now successfully completed the product but needs to produce the remaining deliverables as per the specification. He presented the current plan (a GANNT chart created in MS Project known as GANNT 4). Mr Yuen was pleased that he has been able to track the entire progress of the project and formally acknowledges the validity of the informal input that was carried out on Skype.
5. **Evaluation of the prototyping method** – Mr D Hollands was overall very happy with the evolutionary-delievery method that he had adopted. Mr G Yuen was thankful that he was able to input at each stage of the product’s production and that his feedback was acted upon well.
6. **Discussion of ‘if the success criteria has been covered’** – Mr D Hollands went through the entire product with them using a copy on the minister’s laptop and referred with the stakeholders to the functional specification. Rev R Hollands pointed out that he would like there to be a link to the FIEC website at the top of the section titled ‘FIEC’. Mr D Hollands acknowledged that it would be changed and apologised that this wasn’t noticed by the test users and his own testing. Mr G Yuen and Rev R Hollands both agreed that the project is

well on its way to completion and that the product actually goes beyond what was outlined in the functional specification.

- 7. Documentation still to be completed** – Mr D Hollands asked both stakeholders what extra documentation would be useful. Mr G Yuen wants Mr D Hollands to produce notes on how to adjust and update the Flash XML slideshow. Rev R Hollands wants Mr D Hollands to produce instructions for him to upload/install the site and use its unusual features. Action required by Mr D Hollands for next meeting: Produce updates notes and ‘getting started with’ documentation.
- 8. Date of distribution confirmation** – Friday 27 April 2007 was agreed by the meeting as it was the most convenient date for officially handing over all deliverables with the three main stakeholders present.
- 9. Date of end of project review meeting** - Tuesday 24 April 2007 agreed.