**Date: 21/10/24**

**Group Meeting Minutes**

**Attendees:**

* Max Stafford
* Sam Hill
* Lucas Mottram
* Rohan Hamilton

**Objectives for the Meeting:**

* Review quality requirements
* Set new tasks and deadlines for next week

**Meeting Overview:**

1. **Quality Requirements Review:**  
   The meeting commenced with a detailed discussion on the quality requirements established in the previous week.
   * We emphasized the importance of making quality requirements **measurable**, ensuring they can be effectively evaluated.
   * It was noted that these quality requirements should directly relate to the functional requirements outlined in the case study provided. Specific examples were discussed to illustrate how quality can impact functionality.
2. **Marking Scheme Evaluation:**  
   The group reviewed the marking scheme to ensure that our work aligns with all assessment criteria.
   * We confirmed that all elements required for the project are addressed and agreed upon adjustments to enhance our submission quality.
3. **Preparation for Next Week's Task:**  
   We read through the requirements for the upcoming task, clarifying expectations and deliverables.
   * It was agreed that thorough preparation would facilitate a smoother workflow moving forward.

**Objectives for Next Meeting:**

* **Complete Use Case Models:**  
  Each member will prepare specific use case models relevant to our project to present during the next meeting.
* **Refine Quality Requirements:**  
  We will dedicate time to clean up and finalize our quality requirements. This will involve:
  + Ensuring that each requirement is specific, measurable, attainable, relevant, and time-bound (SMART).
  + Discussing potential metrics for assessment and how they correlate with the functional requirements.
  + Reviewing and revising any ambiguous or unclear requirements to enhance clarity and comprehensibility.

**Next Meeting Date:** TBD

**Action Items:**

* All members to review the use case model template and prepare drafts by the next meeting.
* Lucas to compile feedback on quality requirements and share it with the group for review prior to the next meeting.