**Date: 29/10/24  
Group Meeting Minutes**

**Attendees:**

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

**Objectives for the Meeting:**

* **Review use case models**
* **Set new tasks and deadlines for the upcoming week**

**Meeting Overview:**

1. **Use Case Diagram Requirements Review:  
   The meeting commenced with a thorough discussion focused on the use case diagrams that were established in the previous week.**
   * **We successfully reviewed Part 3a, which was set last week, and I’m pleased to report that all members completed the task on time, showcasing our commitment and teamwork.**
   * **Following the review, we engaged in a discussion regarding the marking scheme associated with Task 3a. This was crucial to ensure that our work aligns with the established expectations and assessment criteria.**
2. **Preparation for Next Week's Task:  
   We then shifted our focus to the upcoming tasks. We carefully read through the requirements for the next assignment, taking the time to clarify expectations and deliverables.**
   * **In addition, we proactively looked ahead to later tasks. This was an important step to confirm that, given our current pace, we can complete the group work ahead of schedule. By doing so, we aim to allow ourselves a few weeks for refining and polishing our work, ensuring the highest quality in our final submissions.**

**Objectives for Next Meeting:**

* **Complete Task 3B Activity Model:  
  Each member will be tasked with preparing specific activity models that further elaborate on a use case. These will be presented during the next meeting, allowing us to share insights and provide feedback on each other’s work.**

**Next Meeting Date: 04/11/24**

**Action Items:**

* **All members are to review the activity model in preparation for our next discussion, ensuring that we come equipped with ideas and questions.**