Meeting Minutes: Group 9

**Meeting Type:**

Weekly Friday Meeting

**Meeting Date:** Friday 15th February 2013

**Meeting Start Time:** 11:00

**Meeting End Time:** 16:00

**Attendance:**

* Simon Bell
* Matthew Chapman
* Paige Gray
* Kristie Hale

**Absence:**

* James Bellamy
* Alex Flight – train problems

**Progress:**

* Discussed requirements analysis: functional and non-functional requirements. Shared notes and ideas on which requirements of the game fall into which requirement specifications
* Requirements analysis document started
* Started to plan/organize a short presentation for next week’s seminar
* Weekly activity sheet completed

**Actions:**

*List of tasks that are to be carried out before the next meeting and who is assigned to the task*

**Next Meeting:**

**Additional Comments:**

*Any important observations that need to be noted.*