Meeting Minutes: Group 9

**Meeting Type:** *Weekly Seminar Meeting*

**Meeting Date:** *Tuesday 19th February 2013*

**Meeting Start Time:** *12.00*

**Meeting End Time:** *13.45*

**Attendance:**

*Simon Bell*

*Paige Gray*

*Kirstie Hale*

*Alex Flight*

**Absence:**

*Matthew Chapman*

*James Bellamy*

**Progress:**

* *Gave short presentation to seminar group – went well, answered all questions that were proposed to a good standard*
* *Requirements analysis document was reviewed by all present and discussed*
* *Discussed plan for completing a first (initial) revision of the requirements specification for progress review on the 22/02/2013*
* *Assigned tasks to those present for completion by the next meeting where work will be compiled and handed in on the online Wiki*
* *Looked at the Github repository set up for the group and discussed its use briefly*
* *Reviewed the initial Use Case Diagrams and decided to expand upon them with further refinement and Use Case Scenarios*

**Actions:**

* *Simon – Read through, edit and update Requirements Analysis document to a standard where it can be considered as a completed revision for hand in on the 22nd*
* *Alex – Complete initial Sequence Diagram and refine Use Case Diagrams if necessary. Review and edit initial draft of Requirements Analysis document write up after Simon*
* *Paige – Look at the Project Plan in a little more detail, update the current Gantt chart if necessary, and bring together thoughts and ideas for the group. Review and edit/update Requirements Analysis document after Simon & Alex*
* *Kirstie – Write up initial Use Case Scenarios based on the existing diagrams. Review and update/edit Requirements Analysis document after Simon, Alex & Paige*
* *All – Set up Github account and notify Alex to be added as project collaborators and begin using the system to manage version control of documents for group work*
* *All – Complete personal tasks to standard for project review hand in on the 22nd*
* *All – Note down any additional thoughts for the next meeting*

**Next Meeting:**

*Friday 22nd February 2013 at 11.00 in Chichester labs (1 or 2)*

**Additional Comments:**

*Chase up two absent group members due to lack of communication since last meeting with them*