Group Meeting Minutes

Friday, 1 September 2023

*Attendees: Alyssa, Alexander, Vijendra, John*

*Apologies: Kimberly*

# Agenda:

* Group Contract
* Divide up tasks
* Group Meeting Plan
* Document Access

## Item One: Group Contract

### Issues

* We need to complete the contract.

### Actions

* Each member will read through, and create their own copy of the contract. Individually we will fill in what we would like in the contract and on Monday we will collate and decide on details into one large contract to be signed.

## Item Two: Divide Tasks

### Issues

* Bookwork needs to be stared.
* We need to divide up tasks.

### Actions

* Kimberly and John can decide to do either Data Access Design or Security Design

*See Tables at End of Documentation*

## Item Three: Group Meeting Plan

### Issues

* We need to decide on a time to do a group meeting

### Actions

* We will meet on Monday @ 12 to discuss contract.
* We will then further discuss and solidify a group meeting session.

## Item Four: Document Access

### Issues

* Are we all accessing the GitHub
* How to edit our documentation

### Actions

* Alexander will upload the documents to our group chat so we can all work in tandem
* Branching used for the user contract for our separate copies.

# Tables: Divide Tasks

## Requirements Document

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Member Assigned | Member Assigned | Comments |
| Section Business Requirements – Intro and Statement of Need | Alexander | N/A |  |
| Section Business Requirements – Business Requirements | John | N/A |  |
| Section Business Solution | Alyssa | N/A |  |
| Section Solution Requirements | Maxim | Vijendra |  |
| Section Scope | Kimberly | N/A | Needs Solution Requirements to start – please work w Maxim and Vijendra |

## System Design Document

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Member Assigned | Member Assigned | Comments |
| Architecture | Vijendra | N/A |  |
| Data Access Design | Alexander | John or Kimberly |  |
| Security Design | Alyssa | John or Kimberly |  |
| User Interface Design | Maxim | N/A |  |