**Stage 2 Rough Planning**

Notes on what Jo said:

* **Write down everything**
* Use identical template
* Time, date, whose in attendance
* Check Action Items. If it has been done. Why it has or hasnt
* Action Items
  + End of each meeting
  + Tasks that will be done
  + Who they are assigned to
  + When you will do it by
* Include everything we talk on in our portfolio. Include snapchat
* You need evidence of talk to get the marks.

Stage 2 Requires to:

* Develop plans on how to organise the group
* Develop plans on how to use our Git space
* Develop plans to ensure quality/consistency in what the group does/produces
* Analyse and refine the provided use cases to ensure that they are clear/constent
* Start developing the model from revised use cases and other descriptions of the system.
* Develop Planning Documents will address the areas in the document.

Specific Tasks:

1. Develop a rough template for Minutes
2. Agree plans on **Project Management; Quality Assurance; Reviews; Version Control; Software Tests, Faults and Bug Reporting** in short notes.
3. Write them up into clean, proper documents.
4. Analyse the Use Cases provided. Use the notes HJ made in the lectures.
5. Develop a single UML project.
   1. Update the Use Cases
   2. Make the Class Diagrams
6. Make changes to our Stage 1 work