**Team A3 Meeting – 2 February 2017**

Meeting called to order at 9:45am by Leader, Timothy Chin.

**Members Present:**

Yu Xuan, Kenneth Yang, Yik Fei, Timothy Chin, Hui En, Marus Chen, Jamal Bin Radwan

**Members Not Present:**

None

**Reading of Agenda:**

To Allocate roles and responsibility

Plan the gantt chart.

To read up on the project, its scope and functionality and assign tasks.

**Businesses:**

* Motion from Yu Xuan: To select the members roles and responsibility

|  |  |
| --- | --- |
| Role | Name |
| Team Lead/Manager | Timothy Chin |
| Lead Designer/Implementer | Yu Xuan |
| Designer/implementer/ Documentation | Kenneth Huang, Yik Fei, Hui En, Jamal Bin Radwan |
| System Integration and testing | Marcus feng |

* Motion from Timothy: To read through Assignment 1 document to clearly define what tasks need to be done. To do the project, Netbeans subversion has been decided to be installed.

The unbuntu program will be distributed by and sent to every other member. SRS document, Initial UseCase, Gant Chart planning, all the diagrams listed in the word document.

Discussed initial use-case diagram and finished the initial use-case diagram.

Discuss Gannt chart-planning(Jamal has been decided to plan)

Look through the SRS report and decide who does which sections.

* Motion from Timothy: To split workload.

|  |  |
| --- | --- |
| Name | Tasks |
| Kenneth | SRS Introduction |
| Yu Xuan | SRS Overall Description |
| Marcus | SRS System Features |
| Hui En | SRS External Interface Requirements |
| Timothy | Use Case |
| Jamal | Gantt Chart |
| Yik Fei | SRS Non-Functional Requirements & Other Requirements |

* Assessment of minutes:

Minutes lasted 4 hours. Able to achieve listed agenda although it took a long time.

* Agenda for next meeting

Next meeting called on 7 February. Evaluate current progress of the project development. Check/validate SRS document, first iteration of diagrams.

Meeting adjourned at 1:45pm.

Meetings submitted by Leader, Timothy Chin