# Meeting Minutes 3 – 9th February 2018

Summary:

During this meeting, we reviewed and polished all of our diagrams to ensure it meets the project requirements. As this is our first time doing a state diagram as an extra feature, we spent a lot of time ensuring that the symbols and flow of the diagram tallies with the rest of our diagrams and also compiled everyone’s work into the report. We’ve gone through the complete documentation with each member reviewing the work that they have done. Lastly, we spent the remaining time doing up the risk analysis.

Urgent Items:

* Risk Analysis
* Reviewing the documentation before submission