

MEETING MINUTES

Meeting/Project Name:	CSCI321 GA-1 Algorithm and Data Structures Tool		
Date of Meeting:	10-04-2015	Start time:	10:30am
Location:	Building 3-128	End time:	4:00pm
Chair:	Ben Waters	Minute taker:	Nicholas Judd
Meeting Objective			
<i>Create requirements document.</i>			
2. Attendance			
Present			Apologies
Ben Waters			Petros Mavridis
Nicholas Judd			
Jim Gollop			
3. Agenda, Decisions, Issues			
Topic/ Discussion notes			Discussion led by
<i>SRS document.</i>			All team members.
<i>Grouping requirements in to functional and non-functional.</i>			All team members
4. Action Items			
Action		Responsible	Due Date
Write Software Requirement Specification document.		All team members.	
5. Next Meeting			
Date:	27-03-2015	Time:	10:30am
Location:	Building 3		
Objective(s):			