

MEETING MINUTES

Meeting/Project Name:	CSCI321 GA-1 Algorithm and Data Structures Tool				
Date of Meeting:	27-03-2015	Start time:	9:30am		
Location:	Building 3-128	End time:	4:00pm		
Chair:	Ben Waters	Minute taker:	Petros Mavridis		
1. Meeting Objective(s)					
<i>Set out the requirements.</i> <i>Identify stretch goals.</i> <i>Have games assigned to each algorithm.</i> <i>Have the presentation completed, with each dot point explained.</i> <i>Address the poor state of individual diaries.</i>					
2. Attendance					
Present				Apologies	
Ben Waters	Gene Awyzio				
Nicholas Judd					
Jim Gollop					
Petros Mavridis					
3. Agenda, Decisions, Issues					
Topic/ Discussion notes				Discussion led by	
<i>Functional and non-functional requirements</i>				Ben Waters.	
<i>Week 6 Presentation</i>				Ben Waters.	
Group meeting minutes should be made available for each meeting.				Gene Awyzio.	
4. Action Items					
Action			Responsible	Due Date	
Creating group meeting minutes			Peter Mavridis	28-03-2015	
Complete a first draft of the SRS documentation.			Nicholas Judd	03-04-2015	
5. Next Meeting					
Date:	To be determined	Time:		Location:	
Objective(s):					