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|  | **Meeting Minutes** |

**Call to order**

**A meeting of**Software Engineering Group 4**was held at**Faraday J**on**04/02/2016**.**

**Attendees**

**Attendees included**Richard, Donal and Wang**.**

**Members not in attendance**

**Members not in attendance included**Donavan**.**

**Reports**

**Agreed 11am Thursday Faraday J as a regular meeting and discussed the following;**

* **Read the notes from previous term on software engineering**
* **Minutes to be taken and typed up and circulated weekly. Using word but sent in PDF.**
* **We will use the Java language and use Eclipse, version control and git hub.**

**Strengths and weaknesses of team members**

* **Donal’s strengths – coding, debugging, team work, problem solving. Physics background good with logic and Maths**
* **Wang’s strengths – 6 years programming experience, java experience, debugging, coding and software testing.**
* **Rich’s Strengths – Administration, project management, testing.**

**Unfinished business**

**Donavan’s strengths and weaknesses**

**New business**

**We agreed to install the software that we are using and familiarise ourselves before the next meeting.**

**Announcements**

**None**