

CS/SE 2XB3: Final Project  
**MEETING AGENDA**

<b>Project Name:</b>	Earthquake Risk Assessment	<b>Group Number:</b>	Group 1
<b>Date of Meeting:</b> (DD/MM/YYYY)	27/02/2020	<b>Time:</b>	09.30AM
<b>Meeting Facilitator:</b>	Duncan McKay	<b>Location:</b>	KTH B123

**1. Meeting Objective**

- Build up project requirement (Domain, Scope .etc.).
- Set up a work breakdown.
- Analyze the structure of the project.

**2. Attendees**

Name (last name alphabetical order)	Student Number	Role in the Project
Hailan Kan	400207974	client & tester
Kalindu Sembakutti	1046206	researcher & programmer
Haoyang Tao	400171589	designer & programmer
Fang Ye	400273067	project leader & programmer

**3. What has your team done since the last meeting (documents, code, reading material, etc.)?**

Description	Owner(s)
The functional requirements of our final project.	Group
Define application domain (Insurance companies).	Kalindu Sembakutti

**4. Is anything slowing your team down on in your way?**

Description	Route cause(s)	The TA feedback
Secretes of every method.	-unsure about MIS	

**5. What you about to change from the way another team is doing? (Complete it if you have met another team today)**

Topic	Another Team methods	Your reflection
N/A	N/A	N/A

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.  
 Add rows to the tables when it is necessary.

Submitted by: [Name]

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**MEETING MINUTES**

5. Notes, Decisions, Issues					
Topic		Owner		Time	
Variables in ADT of Earthquake is decided. ADT of point will be created. ADT of city will be created.		Group		Feb.27.2020	
Input latitude and longitude, based on the magnitude of an earthquake, generate a list of city that might be impacted by the earthquake.		Fang Ye, Haoyang Tao		Feb.27.2020	
6. What will your team do before the next meeting? (Action Items)					
Action		Owner		Due Date	
Assign works for every member of our group		Group individuals			
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	03/05/2020	Time:	2.30pm	Location:	Library
Objective:					

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Submitted by: [Name]