**Valley View University**

**Faculty of Science**

**Institute of Computer Science and Engineering**

  
**Course:** COSC346/INFT346 Software Engineering  
**Lecturer:** Mr. Joseph Abandoh-Sam

MINUTES OF MEETING OF

GROUP THREE

*Names IDs*  
**OKYERE BAAH SAMUEL 215CS01002662**

**ADAMU MIRIAM ASIBI 213CS02000924**

**KEMMER-EZE BEGIN ADAEZE 213IT02000936**

**UKPONG BEULAH SUNDAY 216BE02004093**

**JAMES AKWESI DZAKAH 215IT02003337**

MINUTES OF MEETING OF GROUP THREE MEMBERS OF SOFTWARE ENGINEERING CLASS HELD AT AMERICAN HIGH

**MEETING 1 AT AMERICAN HIGH**

***ATTENDANCE:***

In attendance were the following:

OKYERE BAAH SAMUEL

ADAMU MIRIAM ASIBI

KEMMER-EZE BEGIN ADAEZE

UKPONG BEULAH SUNDAY

JAMES AKWESI DZAKAH

***AGENDA:***

Deliberation of project to undertake.

***PROCEDINGS:***

After the formation of the group

The meeting started with an opening prayer by James A. Dzakah. Each group member had a topic and everyone brought their topics on board for discussion. The feasibility of each proposed project was analyzed. After much deliberations, the group came to a conclusion to work on a laboratory management system.

The strengths of each group member was discussed. Okyere Samuel suggested we use his father laboratory for the project.

The meeting was closed with a prayer by Ukpong Beulah Sunday.

**MEETING TWO (2)**

***ATTENDANCE:***

OKYERE BAAH SAMUEL

ADAMU MIRIAM ASIBI

KEMMER-EZE BEGIN ADAEZE

JAMES AKWESI DZAKAH

***AGENDA:***

Preparation of project proposal

***PROCEDINGS:***

Discussion and deliberations were made regarding the project proposal.

**MEETING THREE (3)**

***ATTENDANCE:***

UKPONG BEULAH SUNDAY

KEMMER-EZE BEGIN ADAEZE

OKYERE BAAH SAMUEL

***AGENDA:***

Preparation of software requirement document.

***PROCEDINGS:***

Discussions regarding the requirement document was made. Using the outline of the document, the components of the document was divided and each person worked on an aspect of the document.

We decided to share the components of the requirement document we work on with each other.