**MINUTE ON FIRST –DAY MEETING HELD BY GROUP 9 OF SOFTWARE ENGINEERING**

**Dates**: 28/01/2017

**Venue**: American High Class

**ATTENDANCE**:

**Adobor, Isaac Oghenechuko**

**Sam-Arthur, Eric**

**Joseph, Agbemenu**

**Abiodun, Osigbelu Samuel**

**Stephen, Amoah-Adjei**

**AGENDA**: 1. Self-Introduction to one another

2. suggestions of project to be done

**Start time:** 7:30pm

**Chair**: Agbemenu Joseph (team leader)

**Opening prayer**: Mr. Eric Sam-Arthur

***PROCEEDINGS***

* The meeting started with an opening prayer by Eric Sam-Arthur, and was followed by a welcome address by the Agbemenu Joseph (team leader). He welcomed all team members to the meeting and congratulated them for having confidence in each other thereby appointing each other to be part of the group. He encouraged all members to join the slack group created for software engineering class.
* The team leader asked all members to introduce themselves to the group members. He later asked that a secretary should be appointed for the group. Upon consideration, Mr. Isaac nominated Mr. Eric Sam Arthur and was accepted by the group that, Mr. Eric Sam Arthur becomes the secretary for the group.
* The team leader moved for a discussion and delibration on the possible project we can embark and achieve at the stipulated time. After a long delbration, we realized we might not come out with something solid and fisible so Abiodon Osigbelu moved that we should go and make more research and report on our next meetings.

**Closing prayer**: Mr. **Stephen, Amoah-Adjei**

**Closing Time: 9:30pm**

**MINUTE ON SECOND –DAY MEETING HELD BY GROUP 9 OF SOFTWARE ENGINEERING**

**Dates**: 2/02/2017

**Venue**: American High Class

**ATTENDANCE**:

**Adobor, Isaac Oghenechuko**

**Sam-Arthur, Eric**

**Joseph, Agbemenu**

**Abiodun, Osigbelu Samuel**

**Stephen, Amoah-Adjei**

**AGENDA**: 1. Report of last meeting discussion by the group secretary

2. Evaluation of each team member project proposal

3. Selecting a project proposal to work on

**Start time:** 6:30pm

**Chair**: Agbemenu Joseph (team leader)

**Opening prayer**: Mr. Osigbelu abiodun samuel

***PROCEEDINGS***

* The meeting started with an opening prayer by Osigbelu abiodun samuel, and was followed by a welcome address by the Agbemenu Joseph (team leader). He welcomed all team members to the meeting and asked everyone to present their project proposal.
* Mr Agbemenu Joseph (team leader) said we should work on Hall management system, Mr Adobor, Isaac Oghenechuko said we should work on Employee management system, Mr Stephen, Amoah-Adjei said we should work on library management system while Mr Osigbelu abiodun Samuel said we should work on exam hall seating allocation system.
* Upon the intensive evaluation of each members project proposal, we decided to work on exam hall seating allocation system because we saw that all other system has been worked on.
* Mr Agbemenu Joseph (team leader) suggested that we should research on the chossing project.
* Mr Agbemenu Joseph (team leader) moved that without any further discussion the meeting should be adjorn

**Closing prayer**: **Adobor, Isaac Oghenechuko**

**Closing Time: 8:30pm**

**MINUTE ON THIRD –DAY MEETING HELD BY GROUP 9 OF SOFTWARE ENGINEERING**

**Dates**: 4/02/2017

**Venue**: American High Class

**ATTENDANCE**:

**Adobor, Isaac Oghenechuko**

**Sam-Arthur, Eric**

**Joseph, Agbemenu**

**Abiodun, Osigbelu Samuel**

**Stephen, Amoah-Adjei**

**AGENDA**: 1. Report of last meeting discussion by the group secretary

2. Discussion on individual research on exam seat allocation system

**Start time:** 6:30pm

**Chair**: Agbemenu Joseph (team leader)

**Opening prayer**: Agbemenu Joseph (team leader)

***PROCEEDINGS***

* The meeting started with an opening prayer by Agbemenu Joseph (team leader), and was followed by a welcome address by the Agbemenu Joseph (team leader). He welcomed all team members to the meeting and asked everyone to present their research on our project.
* Mr Stephen, Amoah-Adjei brought a project plan for our project proposal.
* Upon the intensive evaluation of Mr Stephen, Amoah-Adjei project plan, Mr Agbemenu Joseph (team leader) advised us to use his plan because it was updated.

**Closing prayer**: **Osigbelu Abiodun Samuel**

**Closing Time: 8:30pm**

**MINUTE ON FOURTH –DAY MEETING HELD BY GROUP 9 OF SOFTWARE ENGINEERING**

**Dates**: 7/02/2017

**Venue**: American High Class

**ATTENDANCE**:

**Adobor, Isaac Oghenechuko**

**Sam-Arthur, Eric**

**Joseph, Agbemenu**

**Abiodun, Osigbelu Samuel**

**Stephen, Amoah-Adjei**

**AGENDA**: 1. Report of last meeting discussion by the group secretary

2. Sharing of project proposal work among team members.

3. Discussion on when to start coding

**Start time:** 7:00pm

**Chair**: Agbemenu Joseph (team leader)

**Opening prayer**: Mr **Stephen, Amoah-Adjei**

***PROCEEDINGS***

* Mr Agbemenu Joseph (team leader), shared the project work among group members.
* The work was shared equally so that every member of the group can participate.
* Mr Osigbelu abiodun then asked a question on when we should start coding.
* **Mr Sam-Arthur Eric** responded to the question, he said we should wait for the project proposal to be accepted first.

**Closing prayer**: **Adobor, Isaac Oghenechuko**

**Closing Time: 8:30pm**

**MINUTE ON FIFTH –DAY MEETING HELD BY GROUP 9 OF SOFTWARE ENGINEERING**

**Dates**: 11/02/2017

**Venue**: cs2

**ATTENDANCE**:

**Adobor, Isaac Oghenechuko**

**Sam-Arthur, Eric**

**Joseph, Agbemenu**

**Abiodun, Osigbelu Samuel**

**Stephen, Amoah-Adjei**

**AGENDA**: 1. Report of last meeting discussion by the group secretary

2. Collection of individual work on the project proposal

3. Creation of slack group account.

**Start time:** 8:00pm

**Chair**: Agbemenu Joseph (team leader)

**Opening prayer**: Mr **Osigbelu Abiodun samuel**

***PROCEEDINGS***

* After checking and discussing individual works, Mr Agbemenu Joseph (team leader) assigned the secretary to compile and prepare a power point document to be presented on Monday.
* **Mr Adobor Isaac Oghenechuko** reminded us about creating the slack group account.
* The slack group was created by Osigbelu abiodun Samuel and every member of the group was invited including the lecturer.

**Closing prayer**: **Mr Osigbelu abiodun smuel**

**Closing Time: 9:30pm**

**MINUTE ON SIXTH –DAY MEETING HELD BY GROUP 9 OF SOFTWARE ENGINEERING**

**Dates**: 16/02/2017

**Venue**: American high class

**ATTENDANCE**:

**Adobor, Isaac Oghenechuko**

**Sam-Arthur, Eric**

**Joseph, Agbemenu**

**Abiodun, Osigbelu Samuel**

**Stephen, Amoah-Adjei**

**AGENDA**: 1. Report of last meeting discussion by the group secretary

2. Discussion about meeting with the exam officer (Mr. Emmanuel Prah, VVU exams officer)

3. Modification of project proposal

**Start time:** 7:00pm

**Chair**: Agbemenu Joseph (team leader)

**Opening prayer**: Mr **Stephen, Amoah-Adjei**

***PROCEEDINGS***

* Mr Agbemenu Joseph (team leader) brought up our discussion with the exam officer about what he suggested we should add to the system.
* We discuss about his requirement and how to implement it in our project proposal.
* We modify our project proposal according the user requirement.

**Closing prayer**: **Mr Stephen, Amoah-Adjei**

**Closing Time: 9:30pm**

**MINUTE ON SEVENTH –DAY MEETING HELD BY GROUP 9 OF SOFTWARE ENGINEERING**

**Dates**: 18/02/2017

**Venue**: American high class

**ATTENDANCE**:

**Adobor, Isaac Oghenechuko**

**Sam-Arthur, Eric**

**Joseph, Agbemenu**

**Abiodun, Osigbelu Samuel**

**Stephen, Amoah-Adjei**

**AGENDA**: 1. Report of last meeting discussion by the group secretary

2. Creating Git Hub Account for our project.

3. Taking Agbemenu Joseph (team leader) through the environment the system will be built on

**Start time:** 7:00pm

**Chair**: Agbemenu Joseph (team leader)

**Opening prayer**: Mr **Adobor, Isaac Oghenechuko**

***PROCEEDINGS***

* Mr Osigbelu abiodun created the Git hub account and invited every member of the group.
* **Mr** Agbemenu Joseph (team leader) is the only Bio-medical Student in our group, so Mr Sam-Arthur, Eric suggested that we should take him through the environment we are using to develop the system.

**Closing prayer**: **Mr Osigbelu Abiodun Samuel**

**Closing Time: 9:30pm**

**MINUTE ON EIGHTTH –DAY MEETING HELD BY GROUP 9 OF SOFTWARE ENGINEERING**

**Dates**: 21/02/2017

**Venue**: American high class

**ATTENDANCE**:

**Adobor, Isaac Oghenechuko**

**Sam-Arthur, Eric**

**Joseph, Agbemenu**

**Abiodun, Osigbelu Samuel**

**Stephen, Amoah-Adjei**

**AGENDA**: 1. Project work giving by Mr Joseph abandoh-sam

**Start time:** After lectures

**Chair**: Agbemenu Joseph (team leader)

**Opening prayer**: Mr Stephen, Amoah-Adjei

***PROCEEDINGS***

* Each member drew a model based on our project and later discussed on before submitting.

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**Closing prayer**: **Mr** Agbemenu Joseph (team leader)

**Closing Time: 4pm**

**MINUTE ON NINETH –DAY MEETING HELD BY GROUP 9 OF SOFTWARE ENGINEERING**

**Dates**: 25/02/2017

**Venue**: American high class

**ATTENDANCE**:

**Adobor, Isaac Oghenechuko**

**Sam-Arthur, Eric**

**Joseph, Agbemenu**

**Abiodun, Osigbelu Samuel**

**Stephen, Amoah-Adjei**

**AGENDA**: 1. Report of last meeting discussion by the group secretary

2. Coding

**Start time:** 7pm

**Chair**: Agbemenu Joseph (team leader)

**Opening prayer**: Mr **Adobor, Isaac Oghenechuko**

***PROCEEDINGS***

* Mr Sam-Arthur, Eric suggested an interface and for clarity purpose, the team leader asked him to sketch the interface.
* We then approved Sam-Arthur, Eric suggestion and we developed on it.

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**Closing prayer**: **Mr Osigbelu Abiodun Samuel**

**Closing Time: 8:30pm**

**MINUTE ON TENTH –DAY MEETING HELD BY GROUP 9 OF SOFTWARE ENGINEERING**

**Dates**: 25/02/2017

**Venue**: American high class

**ATTENDANCE**:

**Adobor, Isaac Oghenechuko**

**Sam-Arthur, Eric**

**Joseph, Agbemenu**

**Abiodun, Osigbelu Samuel**

**Stephen, Amoah-Adjei**

**AGENDA**: 1. Review and compilation of previous minutes

**Start time:** 1pm

**Chair**: Agbemenu Joseph (team leader)

**Opening prayer**: Mr **Osigbelu Abiodun Samuel**

***PROCEEDINGS***

* We asked the group to present all the minutes on previous meetings
* All group members read through and it was accepted to be presented to the lecturer.

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**Closing prayer**: **Mr Adobor, Isaac Oghenechuko**

**Closing Time: 2:30pm**



V**ALLEY** V**IEW** U**NIVERSITY**

DEPARTMENT OF COMPUTER SCIENCE

**TITLE: MINUTES OF GROUP MEETINGS.**

**GROUP 9**

**COURSE CODE:** COSC346 SOFTWARE ENGINEERING/INFT346 SOFTWARE DEVELOPMENT LIFE CYCLE

**GROUP MEMBERS**

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