**PRCS252 – Computer Science Integrating Project**

**Project Team Initiation Meeting – Minutes**

**Meeting Information:**

**Date**: Monday 4th February 2019

**Time**: 4.00pm to 6.00pm

**Location**: Library

**Members Present:**

• William Butler

• Andrew Bellas

• Goel Biju

**Items to discuss/decide:**

* Meetings will additionally be held on Mondays during the project in a time slot of 3.00pm until 7.00pm.
* Create initial planning document which will outline: tools technologies, functional requirements and specifics of each application/user details that is to be used.
* Sprint plans are defined clearly in the initial planning document.

**Initial Planning Document:**

Tools and technologies to be used and the functional requirements of the travel management system are noted in the PRCS252 – Integrating Project – Initial Planning Document.