# Group10-Software Engineering

# Meeting Minutes

February 10, 2017

1. Call to order

Hello Julia called to order the regular meeting of the Group10 at 11:30am on February 10, 2017 at Cs3 Computer Science Department.

1. Roll call

Clavel Brigol conducted a roll call. The following persons were present:

Emmanuel Obeng, Project Leader.

Clavel Brigol, Secretary.

Richard Adjei.

Bernard Sintim.

Julia Hello.

**Approval of Minutes:**

• Motion: To approve Minutes from February 3rd Group meeting

• Vote: All approved.

• Resolved: The minutes of the February 3rd, 2017 meeting are approved as corrected and entered into the Groups records.

1. Agenda Items:
2. Client Report given by Richard Adjei
3. Discuss on Project Proposal Document
4. Appointment of Specific Roles to Project Documentation
5. Discussion on platform used for System Development
6. Providing Necessary Documents to help Julia Hello (Bio-medical Student).
7. Action Items:
8. Suggestion and contribution made by our Client was read by Richard Adjei and it stated clearly that the Project to be undertaken was Feasible. Deriving our User Requirement for the project given to us by our Client in the read report.
9. Emmanuel Obeng included that Project Proposal documentation should begin as soon as possible. Seconded and agreed by all group members.
10. Each and every group member was assigned a specific portion of the project proposal documentation outline to accomplish.
11. Clavel Brigol suggested that based on the User Requirements from our client using Asp.net as our front end and MySQL and the backend will be appropriate for the system development.
12. Richard Adjei represented a set of document and Videos to Julia Hello on System Analysis and Design processes to help her.
13. Adjournment

Hello Julia adjourned the meeting at 1:00pm.

Minutes submitted by: Clavel Brigol

Minutes approved by: Emmanuel Obeng