MEETING MINUTES

Meeting Minutes guidelines:

* *Publish Minutes within 24 hours of any meeting*
* *Post Minutes in a place available to all stakeholders (e.g. shared drive or website)*
* *Send Minutes via email to all stakeholders. Include Action Items in body of the email.*
* *Review Action Items for completion during the next meeting.*

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| **Project Name:** | Deliverable 3 | | |
| **Date of Meeting:**  (MM/DD/YYYY) | 13 October 2022 | **Location:** | Online (Discord) |
| **Minutes Prepared By:** | Emil Wonigkeit | **Charge time to:** | 18:00 – 19:00 |

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| **1. Purpose of Meeting** |
| Divide the Use Cases Narratives, screen designs, and determine deadlines. |

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| **2. Attendance at Meeting** *(add rows as necessary)* | | | |
| **Name** | **Student Number** | **E-mail** | **Phone** |
| Dylan Van Rooyen | u20672382 |  |  |
| Dhiarin Govender | u20430508 |  |  |
| Emil Wonigkeit | u19022949 |  |  |
| Marlise van Staden | u21708755 |  |  |
| Bupe Chindongo | u20430508 |  |  |

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| **3. Meeting Agenda** |
| 1. Divide the Use Case Narratives and Screen Designs between the members. 2. Set the due date for the Narratives, screen designs. |

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| **4. Meeting Notes, Decisions, Issues** |
| * Divided the Use Case Narratives between Bupe and Dylan. * Divided the Screen Designs and related reports between Dhiarin, Emil, and Marlise * Determined the deadline for when the Narratives should be completed. * Determined the deadline for when the Screen designs should be completed. * The due dates for the screen designs are by when the skeleton layout, including screen elements, should be completed. * Should a group member finish their part early then they will start completing the unassigned diagrams. |

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| **5. Action Items** *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Screen design of Navbar and report | Marlise | 15/10/2022 |
| Screen designs for 4.1 and 4.8 and report | Marlise | 16/10/2022 |
| Screen designs for 4.2 and 4.3 and report | Dhiarin | 15/10/2022 |
| Screen design for 4.4 and report | Dhiarin | 14/10/2022 |
| Screen designs for 4.7, 4.9, and 4.10 and report | Emil | 14/10/2022 |
| Screen design for 4.6 and report | Emil | 15/10/2022 |
| UC Narrative 4.5 | Dylan | 14/10/2022 |
| UC Narrative 4.2 | Dylan | 16/10/2022 |
| UC Narrative 4.1, 4.6, and 4.7 | Dylan | 17/10/2022 |
| UC Narrative 4.8 | Bupe | 15/10/2022 |
| UC Narrative 4.3, 4.4 and 4.9 | Bupe | 16/10/2022 |
| UC Narrative 4.10 | Bupe | 17/10/2022 |

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| **6. Next Meeting** | | | | | | |
| **Date:**  (MM/DD/YYYY) | | 10/18/2022 | **Time:** | 12:30 | **Location:** | On campus |
| **Agenda:** | Assign next part of the work | | | | | |

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| **7. Conflicts and Resolutions** | |
| **Conflict** | **Resolution** |
| * It was determined that everyone is extremely busy this week due to test and assignments | * We agreed to complete the work as soon as possible, so we can focus on our studies and other assignments. |
| * We could not determine the due dates with the attempt to accommodate for those writing semester tests. | * It was agreed that the due dates should be before the semester test, so that there is enough time to complete the other parts of the deliverable. |