**Team 15**

**Meeting Minutes**

**24/02/20**

**Opening:**

The regular meeting of Team 15 was called to order at 6:00 PM on February 24th 2020. The meeting was taken via phone call, with four members together on one end and the remaining member at the other end.

**Present:**

Bayley Cowen-Seagrove  
 Ellis Tulloch  
 Jack Lewis  
 Kobbie Mike Tabi  
 Thomas Senyah

**Absent:**

None

**Business from the Previous Meeting:**

Assignment of roles:

All members of the team remain happy with the nature of their self-assigned roles within the group.

The team collectively introduced some research findings, brought to attention to by Bayley Cowen-Seagrove in the previous meeting. This research included some information and explanation of the different software development lifecycles, as provided by Thomas Senyah. Other research findings included a suggestion on what programming language(s) to use for the project, resulting in the team eventually agreeing on trying to use C++. There was a small conversation around this decision, as some of the team members were more comfortable with the language than others. However, everyone quickly agreed that C++ would be beneficial to use due to all members of the team having had experience with the language in previous years of university study.

Execution of the Planning Stage

After highlighting the importance of producing a Gantt/PERT chart in the previous meeting, Jack Lewis, alongside Kobbie Mike Tabi, introduced the rest of the team to a draft Gantt chart. This draft outlined the initial thoughts on how the project should progress throughout the following months and gave all members of the team a clearer understanding of exactly how they should operate and look towards completing for the overall task. The group were unanimous in agreeing with the initial plan, and Jack Lewis urged all members to review the chart and raise any opinions or adjustments at the next meeting.

Setting-up of GitHub Repository & Google Docs

The team successfully set up the GitHub Repository and Google Docs project, and had begun to upload files to the two locations.

Requirements

Kobbie Mike Tabi had made some strong headway with the early non-functional and functional requirements, which were all approved by the team members. Some second opinions on these requirements were given by Ellis Tulloch, which Mike took on board and said he’d look to implement.

**New Business:**

Domain Requirements

Having made a good start to the requirements over the past week, Kobbie Mike Tabi suggested he’d look to continue with the progress he was making on the requirements and start to add in some domain requirements, which was approved by the team members.

Feasibility Study

Mike also stated that should he find some time during the week away from the requirements section, he’d move onto the feasibility study, including some research into how exactly to go about it.

Risk Management

Acting as the overseer of the requirements and risk section, Mike asked Ellis if he’d be able to help out with producing the risk management document whilst he continued to work on the requirements document. Ellis happily accepted the task and said he’d look to have it completed by the end of the week at the latest.

**Agenda for Next Meeting:**

Review additions made to requirements section  
Review feasibility study  
Review risk management progress  
Begin looking into implementation

**Adjournment:**

Meeting was adjourned at 6:31 PM. The next general meeting will be at 6:00 PM on 2nd March 2020, again via phone call.

Minutes submitted by: Ellis Tulloch