**Team 15**

**Meeting Minutes**

**02/03/20**

**Opening:**

The regular meeting of Team 15 was called to order at 6:00 PM on March 2nd 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:**

Domain Requirements

Kobbie Mike Tabi was successfully able to implement the added ideas from Ellis Tulloch regarding the requirements he had produced, and also produced a good list of domain requirements that the rest of the team were happy to finalise.

Feasibility Study

Mike was also able to submit a completed feasibility study and asked for the rest of the team to take some time out to look through it and give any feedback they thought was necessary.

Risk Management

Ellis Tulloch stated that he had made some good progress with identify and analysing some potential risks to the project – he opened the question up to the rest of the team, asking if any of the team members had any other risks they might possibly add. Jack Lewis responded by suggesting that a risk worth analysing would be the risk that some hardware combination may prevent the software from running correctly, a point which was taken note of by Ellis.

**New Business:**

Test Plan

Having agreed that the implementation section should be taken a look at in this meeting at the previous meeting, the team decided that a test plan should begin being worked on now that the requirements document had been completed. Ellis Tulloch offered he take this task up with the risk management document almost complete, which was agreed on by the team.

Understanding C#

With the team having a limited collective understanding and experience using C#, Thomas Senyah, as the overseer of implementation, suggested that he start to have a look into C# with more depth, so that he can understand how to go about producing a code solution in the language. This was a popular suggestion and was passed off by the team.

Diagrams

With requirements now being firmly established, Bayley Cowen-Seagrove raised the idea that members of the team should start looking to get some diagrams/charts completed as part of the modelling and design stage of the project. Jack Lewis, the member in charge of said section, suggested that he and Bayley get to work on the use case diagrams and the flowcharts, which would be used to help implement code in the following implementation stage. Thomas, Ellis and Mike all agreed with this notion. Jack also said he’d start working on the user stories if time allowed for it.

**Agenda for Next Meeting:**  
Review test plan  
Discuss C# findings and opinions  
Review diagrams

**Adjournment:**

Meeting was adjourned at 6:29 PM. The next general meeting will be at 8:00 PM on 9th March 2020, again via phone call.

Minutes submitted by: Ellis Tulloch