**Minutes of Group Meeting**

**COMP3011 Web Services**

**Group Project for Coursework 1**

**Date:** *23 03 2023*

**Start Time:** *13:15*

**End Time:** *14:00*

**Location:** *In Person - Robotics 2.07*

**Present:** *All Group Members*

**Absent with apologies:** *N/A*

**Absent without Apologies:** *N/A*

**Chair:** *Adam Z.*

**Minutes:** *Joseph M.*

AGENDA

1. Recording attendance and apologies
2. Minutes of the last meeting *(read these together and approve or correct if not accurate)*
3. Actions from last meeting *(read these actions and mark as “Complete” or “Outstanding”)*
4. Discussion on progress
5. Risks and Issues *(identify and major risks to doing a good job and discuss solutions)*
6. Actions arising *(record any actions agreed, who will do them and when they will be done)*
7. Any Other Business *(discuss any other issues not covered above)*
8. Date and Time of Next Meeting

2. Review of Minutes of Last Meeting

Minutes approved/ revised

3. Review of Actions from Previous Meetings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Actions carried over from previous meetings | | | | | |
|  | Date | Action | Who | When | Status |
| 1 | 16/3/23 | Finalise background research | All teams | 23/3/23 | Complete |
| 2 | “ ” | Describe database schemas work / interactions between systems | All teams | “ “ | Complete |
| 3 | “ “ | Draw up use case diagrams | 1 person from each team | “ “ | Complete |
| 4 | “ “ | Draw up component diagram | “ “ | “ “ | Complete |
| 5 | “ ” | Each team must produce 4 pages of report excluding database schematics | All | “ “ | Complete |

4. Discussion of Progress

* Group interview booked for Thursday
* Discussed links between APIs
* Discussed seat booking process

5. Risks and Issues

No risks or issues recorded

6. Actions Arising

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Actions arising from today’s meeting | | | | | |
|  | Date | Action | Who | When | Status |
| 1 | 23/3/23 | Finalise group report | All Teams | 27/3/23 |  |

7. Any Other Business (AOB)

N/A

8. Date and Time of Next Meeting

Date*: 16 03 2023*

Time: *13:00*

Location: Robotics Lab 2.07

**END**