Meeting Minutes- Group one-Software Engineering

## Call to Order

Ada Favor called to order the regular meeting of group one software engineering class at My Second home hostel on the 5th February 2017 at 3:00pm

## Attendance

Emmanuel Boadi

Ada Favor

Afari Jesse (Group Leader)

Denzel Appiah (Secretary)

David Azika

## Agenda Items

1. Roles of Individuals in the project development
2. Project Proposal Documentation
3. Discussion and design of User requirement document

## Action Items

1. Jesse Afari suggested as the group the group leader that individuals pick up challenging roles to help build skills in system development. Ada said she will like to help in the database development of the system. Afari Jesse opted to help. Azika David took up the role of refreshing the members during meetings. Emmanuel Boadi opted to be the group pastor to be taking us through prayers at the openings at meeting.
2. The Project Proposal documentation though challenging was completed. Contribution was made by all members of the group making the work easy and fast.
3. Afari Jesse helped to define what functional and nonfunctional requirement. Group members contributed greatly toward the preparation of the user requirement document

### Adjournment

Ada Favor adjourned the meeting at 5:00pm

Minutes submitted by Appiah Denzel