# Meeting Agenda

**Date:** [2025/10/25]  
**Time Duration:** 1 hour   
**Location / Platform:** Online   
**Meeting Number:** [5]  
**Minute Taker:** [Charles]

1. **Attendance**

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| --- | --- |
| **Name** | **Attendance** |
| Charles | Yes |
| Moranda | Yes |
| Richelle | Yes |
| Ninel | Yes |

1. **Agenda Activities**

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| --- | --- | --- | --- |
| **#** | **Topic** | **Participants** | **Notes** |
| 1 | Download Draw.io and Discuss the SE Drawing Format | Charles, Moranda,  Richelle, Ninel | Will Accomplish the Use Case Model and Activity Model |
| 2 | Sign up Github Accounts and Join the Repository | Charles, Moranda,  Richelle, Ninel |  |
| 3 | Selects the Preferable Targeted Users to Develop | Charles, Moranda,  Richelle, Ninel |  |
| 4 | Plan When to Finish the Task 1 and Have Meeting with the SE\_Leader | Charles, Moranda,  Richelle, Ninel |  |

1. **Documents & Resources**

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| # | Documents & Resources |
| 1 | chc6173cw-specsep2025.doc Link: [Coursework\_Requirements\_Docs by LiuCharles123 · Pull Request #1 · LiuCharles123/SE\_Coursework](https://github.com/LiuCharles123/SE_Coursework) |
| 2 | chc6173-cw-case-study-digital-library-management.doc link: [Coursework\_Requirements\_Docs by LiuCharles123 · Pull Request #1 · LiuCharles123/SE\_Coursework](https://github.com/LiuCharles123/SE_Coursework) |

1. **Expected Outcomes**

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| # | Outcomes |
| 1 | Prepare the tools and environment that the group will need for the SE |
| 2 | Select the targeted users to develop |
| 3 | Confirm the time to finish the task 1 |
| 4 | Concur the time to meet SE\_Leader |