# Meeting Minutes

**Date:** [YYYY-MM-DD]  
**Time Duration:**   
**Location / Platform:** Online/Offline  
**Meeting Number:** [5]  
**Minute Taker:** [Charles]

**Agenda Link:** [**LiuCharles123/SE\_Coursework: A Multi-Subsystem Digital Library Management Platform**](https://github.com/LiuCharles123/SE_Coursework)

1. **Attendance**

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

1. **Progress Since Previous Meeting**

**This is the First meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Responsible** | **Status** | **Outcomes/Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Discussion During the Meeting**

|  |  |  |
| --- | --- | --- |
| # | Task | Outcome |
| 1 | Select subsystem to do | Charles: Catalogue  Moranda: Member  Richelle: Librarian  Ninel: Admin |
| 2 | Time to finish task 1(Coursework) | 2025/10/30 |
| 3 | Time to Meet Project Leader | 2025/10/30 |

1. **Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| # | **Action/Task** | **Responsible** | **Deadline** |
| 1 | Draw Use Case Diagram related to the subsystem | Charles, Moranda, Richelle, Ninel | 2025/10/30 |
| 2 | Draw Activity Diagram related to the subsystem | Charles, Moranda, Richelle, Ninel | 2025/10/30 |

1. **Issues to Be Solved**

|  |  |  |
| --- | --- | --- |
| **Issue** | **Proposed Solution/Next Step** | **Assign to** |
| Design Architecture of the subsystem | * Asking Project leader for advice * Learn from PPT Lectures * Search for it online | Charles, Moranda, Richelle, Ninel |
| Design Architecture of the whole system | * Asking Project leader for advice * Learn from PPT Lectures * Search for it online | Charles, Moranda, Richelle, Ninel |

1. **Next Meeting**

Date: [2025/10/30]  
Time: [Not Decided]

1. **Next Meeting Needed Files**

|  |  |
| --- | --- |
| # | File Name |
| 1 | Use\_Case\_Diagram |
| 2 | Activity\_Diagram |

1. **Attachments / Links**

CHC6173-Lecture 4 - Software Modelling