Software Development Meeting Minutes

Company: **Group 1**

Project: Java-Based Banking application

Date: January 20, 2026

Time: 11:00 AM - 12:30 PM

Location: Virtual Meeting

Attendees

- Mobeen Raja
- Shashank Ravikumar
- Praveen Mathew
- Daniel Nkurunziza

Agenda

1. Account class changes review
2. Logger class functionality
3. Testing
4. Diagrams update review

Topics covered

- Account class: group member that was given time to finish their work, had made additional progress, many of the tasks that were set were completed, they had communicated that the entire load of their task would be done by the day's end.

- Logger class functionality: a group member had created the logger class entirely themselves for this meeting, tested too and showing correct functionality, they showed the other members how to use the logger class and the simplicity of logging a message, additionally had implemented logging to CLI Menu class, customer and customer authentication, having a live example of usage made it easier for other members to implement it onto other classes.

- Testing: a group member volunteered to test out some basics features to guide the group on how the testing should be done and how thorough the

documentation should be, so for the next meeting they would show their findings.

-   Diagrams: two group members were tasked with updating the diagrams that were created during the design phase as many implementations have been made, and both members had correctly updated their parts of the diagrams.

-   Other: towards the end of the meeting, group members were assigned tasks, the four major tasks were testing, assumptions document, extensive updated readme and user manual, we would track the progress during the next meeting.

Next week's agenda:

5. Testing

6. User manual

7. Assumptions document

8. Readme file

Adjournment

The meeting was adjourned at 12:30 PM.

Next Meeting

-   Date: January 23, 2026

-   Time: 11:00 AM

-   Location: Virtual Meeting

Prepared By:

Mobeen Raja