

Software Development Meeting Minutes

Company: Group 1

Project: Java-Based Banking application

Date: December 15, 2025

Time: 11:00 AM - 12:00 PM

Location: Virtual Meeting

Attendees

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

Agenda

1. Start of project, brief run through of task at hand
2. Project timeline
3. Role Assignment

Topics covered

- Briefing: as a group we viewed the task briefing, understanding the general needs and requirements of the project, glancing over features and requirements that could arise and how they can be addressed, discussion concluded on postponing the finer details until diagrams are made to help visualise user requirements and program specifications.
- Data collection: it was discussed and agreed that SQLite studios would be used to handle data that needs storing, through JDBC, it was then further discussed that we should all lightly investigate how they interact and form a connection.
- Version control: as per task briefing, GitHub was used, repository was made, all attendees granted access to this repository. Furthermore, general discussion about branches and pull request works, understanding the need for branching and agreeing on peer reviewing pull requests before main branch commits, lastly discussing how to format commit messages correctly, as to help in clarity of a commit's purpose.

Next week's agenda:

1. Start of designing, (UML class diagram, user-flow chart/diagram etc.)
2. Research conclusion on data handling with SQLite studios and JDBC
3. Further discussion on project timeline, frequency of meetings, length and further meeting's scheduling to incorporate Chrismast holiday

Adjournment

The meeting was adjourned at 12:00 PM.

Next Meeting

- Date: January 05, 2026
- Time: 11:00 AM
- Location: Virtual Meeting

Prepared By:

Mobeen Raja