

Meeting Minutes - Third Meeting

Date: Wednesday 8th October 2025

Time: 13:00pm till 14:00pm

Location: Online

Attendees to attend:

- Charlotte Smale-Holland (19313496)
- Ryan Hogan (19390270)
- Gauthier Lihau (19207032)
- Matheus Rodrigues (19271262)

State of completion of actions:

- During the previous meetings, each member of the group was allocated a subsystem for the project, and discussed the functional requirements.
- The majority of our team improved their quality requirements analysis independently, based on the feedback and questions from the previous meeting.
- However, Gonzalez has only just started writing the quality requirements analysis, due to unfortunate circumstances.

Report on quality requirements:

- Each member of the group showed us their finalised quality requirements analysis, which covered all the improvements suggested, when we cross-checked each other in the last meeting.
- In the meeting, we did not have as many recommendations as most of them had been covered in previous meetings.
- We all agreed that our quality requirements were all testable and verifiable.
- Regarding Ryan's analysis, Charlotte thought that a minor change could be made to ensure an understanding of the quality attribute notions.
- Ryan thought that the "Quality Requirements Aspects" section on Gauthier's analysis should be removed to ensure no confusion.

Actions to take place after the meeting:

- We will upload each of our finalised quality requirements analyses to Git Hub.
- Each of us will upload the draft Use case diagrams to the "groupwork" repository for each of our subsystems. Therefore, we will be able to cross-check them in the upcoming meeting.
- Gonzalez reassured us that he will get his draft quality requirements analysis also written by the upcoming meeting next week. Therefore, his analysis can also be cross-checked.

Issues to be solved:

- We have only had a couple of minor problems with the Git Hub repository, but Charlotte has sorted out the issues and queries with our lecturer yesterday.
- However, we have no more issues to get resolved regarding the Software Engineering groupwork project.

Date/Time of the following meeting - Wednesday 15th October 2025 (13:00pm till 14:00pm)