Group 13a meeting minutes

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| Location: | Templeman Library |
| Date: | 26/01/2019 |
| Time: | 18:00 p.m. |
| Attendees: | A.O.Sharomi, P.Georgoulias, L.J.Ibeachum |

# Agenda items

1. Femi will contact Miles Roman through Mr David Barnes to clarify the deliverables and feedback.
2. Reviewed the user stories and made changes. The task was carried out during the meeting by all three of the group members, in order to correct mistakes that another member might have missed.
3. Set date to complete the user stories in order to move onto the UML.
4. Panos is assigned to add stage 1 to the Gantt and keep record of meetings.

Comments

It was decided that the Gantt chart will be updated at the beginning of each stage. Since the requirements and feedback of the next stage are not available to us, it would be more efficient to get a grasp of the parts that need more attention and then make a concrete and realistic plan, to correct them accordingly. It is worth mentioning, that the team has been working in parallel with the Gantt chart, with a few minor deviations which were sorted at the meeting (User stories refinement took more time than expected, but it finished shortly after the deadline).

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Contact Mr. Miles Roman | A.O.Sharomi | 28/01/2019 | In progress |
| User Stories Review and update | A.O.Sharomi, L.J.Ibeachum, P.Georgoulias | 25/01/2019 | In progress (last refinements are required) |
| Add Stage 1 to the Gantt chart | P. Georgoulias | 01/02/2019 | In progress |