Cs22120

Meeting Date: 14/10/14

Meeting Location: CIS room

Recorded By: Kieran Stone

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# Agenda

1. Welcome
2. Attendance  
     
   Full attendance today
3. Previous Actions  
   Create the GitHub repository Kieran  
   Creation or revival of blogs everyone / reflective journal  
   Putting group numbers and contact details on the fb group
4. Personal reflective journal  
     
   Need to share with neal  
     
   The idea of this to jot down what is done in each meeting and what jobs you have completed in a particular week  
   Chunks of time  
     
   Justifies your input into the group project  
     
    PM may or may not want you to inform him of them as well
5. Identification of tasks for the project plan  
     
   Any testing, programming, reports  
     
   Stretching from detailing requirements to delivering ther software at the end of the project  
     
   Definition of problem  
     
   identification of critical paths and risky areas
6. Meeting times  
     
   12-13:30 thursdays
7. Objectives of proj plan  
     
   Description of interface what the system will look like  
     
   Functional behavior  
   use case diagrams  
   and sketches  
     
   Introduction  
   Overview of proposed system  
   Use cases   
   User interface  
   Gant chart what things need to be done and when  
   Risk analysis dependent on technologies and abilities we have within the group

AOB  
  
John to post an example of a system already in existence that we can draw inspiration of.  
  
Everyone to read through the proj plan and make sure they are familiar with proj specication  
  
Printed copies of the project plan should be distributed amongst the group. Dan to print out

# Meeting End

# Meeting Schedule End:

Meeting Actual End:

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| John to post an example of a system already in existence that we can draw inspiration of. | John |  |
| Bill to book room in hugh owen | Bill |  |
| Everyone to read through the proj plan and make sure they are familiar with proj specication | Everyone |  |
| Printed copies of the project plan should be distributed amongst the group. Dan to print out | Dan |  |
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# Decisions Made

# Next Meeting

TBD

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