

YUCONZ

## Meeting Minutes

Meeting purpose:	Finalisation of Documents
Date:	31st January, 2019
Time:	16:00 - 20:00
Location:	Templeman Group Study Room 5
Attendees:	Jamie Ghoorbin [JDG23], Marin Donchev [MD485], James Dyer [JD556]

Next Steps:	Checkpoint date:	Assigned to:	Due Date:
Book meeting room for 20190201	/	JDG23	20190131

Points to discuss next meeting:

Decisions made: (what, why, impacts)
1.

Miscellaneous details:
NDS8 joined meeting via Discord Videocall due to illness.

### Discussion:

1. Checklist of everything that needs to be done
  - a. Sequence diagram
  - b. Class diagram
  - c. Fix the use case diagram and scenarios
  - d. Timeline
  - e.
2. Stuff that hasn't been talked about yet
  - a. Logbook
  - b. GANTT chart
  - c. Testing
  - d. etc
3. Some way of measuring progress
  - a. Log book
    - i. Have a file that's a word table
    - ii. We had these three jobs
    - iii. Completed on time (yes/no)
    - iv. Extended deadline (yes/no)
    - v. Absence log
4. Considered the UML diagrams.
  - a. Use case

- b. Class
  - c. Sequence diagram
- 5. Considered switching from Google Calendar to Outlook.
  - a. Imported each member's lecture timetable into Outlook.
  - b. Shared calendar area on Outlook Calendar can now be used to book meetings.