**Meeting Minutes**

**Name of Organisation:** CSCI222 - Group 4

**Purpose of Meeting:** To review Client Meeting #1 and plan for Client Meeting #2

**Date and Time:** March 24, 2015 – 3:30pm

**Chairperson:** Kresimir Bukovac

**Members Present:**  Darryl Murphy

Ali Sayed

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| **Agenda/Topic** | **Discussion** | **Action** | **Person Responsible** |
| Client Meeting #1 - Requirements | Discussed everything we knew from Client Meeting #1 of the project’s requirements and began to plan solutions. | Upload the compiled requirements to github. | Kresimir Bukovac |
| Client Meeting #2 - Questionnaire | From the planning done off the compiled requirements from Client Meeting #1, questions were formed to be asked in the next Client Meeting. | Upload the compiled Questions to github. | Kresimir Bukovac |
| Storyboard #1 – Customer Bookings | From the requirements from Client Meeting #1, a general idea was created for how the customer will register a booking. | Create and upload a storyboard to github. | Darryl Murphy |
| Prototype of the Report Menu | From the requirements from Client Meeting #1, ideas were thrown together as to what managers should be able to do in regards to reports in the system. | Create and upload a prototype to github. | Ali Sayed |
| Class Diagram | Went through the requirements step by step to plan the hierarchy of all the classes that will be needed in the system based off the requirements from Client Meeting #1. | Create and upload a Class Diagram to github. | Kresimir Bukovac |
| The team members who were not present | Discussed what jobs we would assign to the two members who didn’t attend the meeting. | Tell them to read all products of this meeting and develop further questions. | Kresimir Bukovac |

**Documents/Deliverables:**

- Client Meeting #1 - Requirements

- Client Meeting #2 - Questionnaire

- Storyboard #1 - Customer Bookings

- Prototype of the Report Menu

- Class Diagram

**Closing Time:** 4:30pm