**Meeting Minutes**

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

**Purpose of Meeting:** To make sure everything from last week’s Team Meeting has been done and prepare for the Client Meeting.

**Date and Time:** April 1, 2015 – 9:30am

**Chairperson:** Kresimir Bukovac

**Members Present:** Peter Mavridis

Darryl Murphy

Ali Sayed

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| **Agenda/Topic** | **Discussion** | **Action** | **Person Responsible** |
| Client Meeting #2 - Questionnaire | Discussed what we wanted to ask in the next Client Meeting and whether there were any more questions to add to the list. | Added more questions. | Kresimir Bukovac  Peter Mavridis  Darryl Murphy |
| Storyboard #1 – Customer Bookings | Had a look at and agreed that the storyboard made after last week’s Team Meeting showed what we wanted it to. | Present it to the client in the next Client Meeting. | Darryl Murphy |
| Prototype of the Report Menu | Had a look at and agreed that the prototype made after last week’s Team Meeting showed what we wanted it to. | Present it to the client in the next Client Meeting. | Ali Sayed |
| Class Diagram | Had a look at and agreed that the Class Diagram made after last week’s Team Meeting showed what we wanted it to. | Present it to the client in the next Client Meeting. | Kresimir Bukovac |
| Journals | Everyone agreed to compile their journals together into the group Journal whenever they had done any work on the project. | Update Journal. | Kresimir Bukovac  Peter Mavridis  Darryl Murphy  Ali Sayed |
| Graphical User Interface (GUI) | Discussed the pros and cons of implementing a GUI. | Learn to do Qt in Visual Studio. | Peter Mavridis |
| Code | Generally discussed how the system will be designed and what files/procedures will be needed. | Create skeleton code files. | Kresimir Bukovac |
| Design prototypes in the program. | Ali Sayed |
| Documentation | Talked about all the documentation we currently have and what still needs to be done or expanded on. | Work on documentation. | Kresimir Bukovac  Darryl Murphy |

**Documents/Deliverables:**

- Client Meeting #2 - Questionnaire

- Storyboard #1 - Customer Bookings

- Prototype of the Report Menu

- Class Diagram

**Closing Time:** 10:30am