**Meeting Minutes**

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

**Purpose of Meeting:** To make sure everything from the previous team meeting has been completed and to assign new tasks as well as discuss our design.

**Date and Time:** April 15, 2015 – 9:30am

**Chairperson:** Kresimir Bukovac

**Members Present:** Peter Mavridis

Darryl Murphy

Ali Sayed

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda/Topic** | **Discussion** | **Action** | **Person Responsible** |
| Team Meeting #2 – Assigned tasks | All of the tasks were prepared on time and the deliverables were shown to the client in Client Meeting #2.  Journals are being updated whenever work is done.  The skeleton code files and program prototypes were created.  The documentation is still being worked on. | NONE | NONE |
| Class Diagram and skeleton code files. | After meeting with the client in Client Meeting #2, the requirements were more clearly established, and with a few fixes to our initial design, we will edit our design to fit the new requirements. | Revise and re-design the Class Diagram and skeleton code files. | Kresimir Bukovac  Darryl Murphy |
| 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) | With the complications of training and time needed to learn and implement a GUI with Qt, the team has decided to work strictly on a command-line-based system. However, if the project goes smoothly, a GUI may be adapted at a later date when the core requirements have been implemented. | Implement a Command-line system. | Kresimir Bukovac  Peter Mavridis  Darryl Murphy  Ali Sayed |
| Code | Generally discussed how the system will be designed and what we will need to implement. | NONE | NONE |
| Documentation | Talked about all the documentation we currently have and what still needs to be done or expanded on. | Compile Requirements and work on Risk Management. | Kresimir Bukovac |
| Develop a Business Case. | Peter Mavridis |
| Work on System Requirements Specification and architectural design. | Darryl Murphy |
| Develop use cases and detailed plans. | Ali Sayed |

**Documents/Deliverables:**

- Client Meeting #2 – Meeting Minutes

- Class Diagram

- Skeleton code files

- Program prototypes

- Data Dictionary

**Closing Time:** 10:30am