**Software Engineering G6046**

Record of a team meeting

| **Team Number** | 15 |
| --- | --- |
| **Names of team members present** | Yash, Noah, Morgan, Eddie, Nelson |
| **Meeting format** | Physical |
| **Date and time** | 21/02/2023 12pm |
| **Meeting co-ordinator** | Yash, Nelson, Morgan |

1. **Matters to note from last meeting**

Finish: Gantt Chart, PERT chart, Risk Analysis, Plan and Agile Sprints, Resource and Time

1. **Issues discussed at this meeting**

* Workload assign (Need to be more tailored and detailed tasks)
* Class diagram (Fully completed)
* First Sprint Cycle
* Estimating result from the sprint cycle
* Required tasks analysis

1. **Decisions agreed at this meeting**

* FinishRequirement Analysis
* Visualise the details of the Data Structure to produce the board
* Code out the number generator for dice
* Assign labels to display current player
* Code out the resource cards
* Code out the timeline(Log)
* Code out the player info
* Documentation (Create detailed Docstrings)
* Testing (Begin creating unit tests)

4) **Meeting Duration**

* 1hr 5 mins

5) **Risk Management**

* Time management: Other assignments coming in the way of being able to work on the project

6) **Changes in the Project**

* Cycle 1 might have changes in the tasks due
* Split tasks into more smaller tasks for cycle 1
* Possibly drop features for the front end and focus on the board

7) **Date of next meeting**

* 28/02/2023