Appendix 1: Documentation of meeting minutes

**Date:** 2014/02/04

**Time:** 16:00 - 16:30

**Attendees:**

* Ryan Varley (Team Leader)
* Lee Hudson (Technical Specialist)
* Terry Mukonka
* Tanaka Chimbuya

**Apologies:**

* Shaz Ashraf

**Scribe:**

* Ryan Varley

**Agenda**

New Business:

* Arrange Group dynamics
* Document (non)functional requirements
* Create a list of constraints
  + Based on Lawson's theory
* Find existing schematics for a similar system
* Post individual research to a google doc by Friday 7th February

**Next Meeting**

Agenda:

* Consolidate individual research
* Create exercise report from research

Location: Wheatley C228

Time: 16:00

**Date:** 2014/02/11

**Time:** 16:00 - 17:00

**Attendees:**

* Ryan Varley (Team Leader)
* Terry Mukonka
* Tanaka Chimbuya
* Shaz Ashraf

**Apologies:**

* Lee Hudson

**Scribe:**

* Ryan Varley

**Agenda**

Previous Business:

* Document (non)functional requirements
* Create a list of constraints
  + Based on Lawson's theory
* Find existing schematics for a similar system
* Post individual research to a google doc by Friday 7th February

New Business:

* Consolidate the group's functional and nonfunctional requirements
* Consolidate the group’s constraints

**Next Meeting**

Agenda:

Location: Wheatley C228

Date: 2014/02/18

Time: 16:00

**Date:** 2014/02/18

**Time:** 16:00 - 17:00

**Attendees:**

* Ryan Varley (Team Leader)
* Lee Hudson (Technical Specialist)
* Terry Mukonka
* Tanaka Chimbuya
* Shazaad Ashraf

**Apologies:**

* N/A

**Scribe:**

* Shazaad Ashraf

**Agenda**

Previous Business:

* Consolidate the group's functional and nonfunctional requirements
* Consolidate the group’s constraints

New Business:

* Ensure functional requirements are clear and precise, include an actor, action and result
* Non functional requirements really need to include quality factors (McCalls model)
* Constraints (Reference recording) - A majority of these were factored in as non functional requirements. Therefore constraints are more factors that the developer feels the system may incur. Eg Server is required = Impact
* Diagram and brief paragraph describing assumptions made on the hardware.

**Next Meeting**

Agenda:

* Access Google Docs, enforce the new business objectives as a team and agree a document development period of time.

Location: Wheatley C228

Time: 16:00

**Date:** 2014/02/25

**Time:** 16:00 - 17:00

**Attendees:**

Ryan Varley (Team Leader)

Lee Hudson (Technical Specialist

Tanaka Chimbuya

Shazaard Ashraf

**Apologies:**

Terry

**Scribe:**

Lee

**Agenda**

Previous Business:

Check through requirement specs

New Business:

Lee to read requirement spec and add notes before the rest of the group meet with hong on thursday 27/02

Requirements to be finally reviewed with hong on thursday

Each do a design of the control system in our own chosen style:

Lee: Data Centered - Blackboard

Ryan: Call and return - Object Orientated

Shazzard: Individual component - Event Systems

Tanaka: Individual Component - Client Server

Terry: Data Flow - Pipe and filter

**Next Meeting**

Agenda: Check on progress of the above

Location: Wheatley C228

Time: 16:00

**Date:** 2014/03/04

**Time:** 15:00 - 16:00

**Attendees:**

* Ryan Varley
* Lee Hudson
* Terry Mukonka
* Tanaka Chimbuya

**Apologies:**

* Shazaard Ashraf

**Scribe:**

* Ryan

**Agenda**

Previous Business:

* Each do a design of the control system in our own chosen style:
* Lee: Data Centered - Blackboard
* Ryan: Call and return - Object Orientated
* Shazzard: Individual component - Event Systems
* Tanaka: Individual Component - Client Server
* Terry: Data Flow - Pipe and filter

New Business:

* Check in on progress, direction and planning

**Next Meeting**

Agenda:

* Create basic outline of system design:
  + Each do a design of the control system in our own chosen style:
  + Lee: Data Centered - Blackboard
  + Ryan: Call and return - Object Orientated
  + Shazzard: Individual component - Event Systems
  + Tanaka: Individual Component - Client Server
  + Terry: Data Flow - Pipe and filter

Location: Wheatley C228

Time: 16:00

**Date:** 2014/03/11

**Time:** 15:00 - 16:00

**Attendees:**

* Ryan Varley
* Lee Hudson
* Terry Mukonka
* Tanaka Chimbuya
* Shazaard Ashraf

**Apologies:**

**Scribe:**

* Lee

**Agenda**

Previous Business:

* Check in on progress, direction and planning

New Business:

* Apply changes to each design as discussed to create the final revision of the designs

**Next Meeting**

Agenda:

Check final revisions of the designs ready for evaluation

Location: Wheatley C228

Time: 16:00

**Date:** 2014/03/18

**Time:** 15:00 - 16:00

**Attendees:**

* Ryan Varley
* Lee Hudson
* Terry Mukonka
* Tanaka Chimbuya
* Shazaard Ashraf

**Apologies:**

**Scribe:**

* Lee

**Agenda**

Previous Business:

* Apply changes to each design as discussed to create the final revision of the designs

New Business:

* All designs now checked and mostly approved and in a state when they can be evaluated. For next week all designs should be evaluated so the comparisons can be done in the meeting as a group

**Next Meeting**

Agenda:

Check evaluations and do the comparison of the designs as a group.

Location: Wheatley C228

Time: 16:00

**Date:** 2014/03/25

**Time:** 15:00 - 16:00

**Attendees:**

* Ryan Varley
* Lee Hudson
* Terry Mukonka
* Tanaka Chimbuya
* Shazaard Ashraf

**Apologies:**

**Scribe:**

* Lee

**Agenda**

Previous Business:

* Evaluate designs

New Business:

* All group members completed the design evaluations. Comparison of designs performed during this meeting as a group.

**Next Meeting**

Agenda:

Individual reports to be done by next week. Teamwork report and correlation of complete document to be completed in next meeting

Location: Wheatley C228

Time: 16:00