**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