QUEEN’S UNIVERSITY OF BELFAST COMPUTER SCIENCE

Minute of Project Supervision Meeting  
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Student Name: Venniz Valente  
Project Module Code: CSC3002  
Project Supervisor: Dr Marie Ferrario  
Meeting Number: 04  
Date of Meeting: 22/10/24

Progress since last meeting, and decisions arrived at during meeting:  
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Tasks fully completed:

* Initial project brief submitted.

Action Points:  
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* Amend functional requirements.
* Sketch the initial activity flow diagram.
* Discuss the activity flow diagram with potential readers and get their feedback.

Discussed:

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* Fix the wording of the functional requirements and use clear but friendly language the user will understand.
* Fix the prioritisation of the functional requirements using MoSCoW method (clearly defining the core functions).
* Allowing the user the flexibility of use with the features, using wording like “What would you like to start with?”
* Sketching how the functional requirements will flow through each component/interface using pen and paper.
* Involving potential users to go through the activity flow sketch and get their feedback.
* Using toolings like figma or balsamic.

Date of next meeting:  
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05/11/24

Agreed minute should be initialled by the supervisor.  
Supervisor's Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:  
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Supervisor's Comments:  
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