Minutes for the second group meeting for **GROUP 2**

DATE: 26/10/2015

TIME: 09:00 -11:00

ROOM: Clipstone, 5.110

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| PRESENT: | ABUBAKER, HARSH, MARTIN, ROMINA, NIRAL, TULGA |
| MEMBER TAKING NOTES: | ABUBAKER |
| APOLOGIES: |  |

| Item no. | Item | Action |
| --- | --- | --- |
| 1 | Recapping what was discussed last meeting | The group was familiarised with the digital diagrams (created by Niral), any issues with the diagrams were pointed out and revised so that the group had a clearer understanding of the diagrams |
| 2 | Effective use of the lecture slides to indicate a general use case scenario. Use case scenario was used to identify possible issues that may be faced during the development/ use of the program | Group members proactively discussed the slides attempting to clarify what was written. Identified the optimal scenario for best day and what may happen on the worst. |
| 3 | Group utilised a whiteboard to make apparent all ideas and distinguish conflicting points and ideas. | Using a whiteboard, the group voiced ideas and these were written down on the whiteboard (see folder in **TeamMinutes > Meetings > FirstMeetingWork** |
| 4 | Next Meeting objectives | Meet on Thursday 5th Nov, have written copy of notes made in this meeting. |

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| Group Member Name | Group contribution by members present | Effort (Out of 100%) |
| Abubaker | Took minutes, contributed to the discussion, examined 4th lecture slides and mark scheme to set the structure of the work | 100% |
| Harsh | Contributed to the discussion, examined 3rd lecture slides to help structure the work | 100% |
| Martin | Contributed to the discussion, working on Class structure | 100% |
| Niral | Wrote on whiteboard and contributed ideas to the discussion. Volunteered to digitalise the work made | 100% |
| Romina | Contributed ideas to the discussion | 100% |
| Tulga | Contributed ideas to the discussion, examined the previous session that was missed and voiced some improvements that could be made | 100% |