Title: Meeting 3
Date: Monday 18th March 2024
Time: 19:00-20:00
Location: Online (Discord)
Chair: Maheen Matin

Agenda:
x) Point - Owner

1) Minutes of the last meeting - Maheen

2) Introduction to meeting structure (list of all agenda points) - Maheen

3) Demonstrate the GUI and all of its functionality - William, Martinson

4) Mediate discussion on the GUI - Maheen
--specifically regarding proposed changes
--and a plan to extend the GUI (with both additional GUI elements and back-end functionality)

5) Reestablish that the meeting is on Tuesday 19th March at 15:05-15:25 - Maheen
--share the Microsoft Teams link with all group members

6) Finalise the roadmap - Maheen
--administration = project binder, Kanban board, risk register
--OOAD / documentation = entity-relationship diagram, analysis class diagram, design class diagram, written technical documentation, JavaDocs
--programming = database, back-end, front-end (GUI)

--having identified the major areas of development, we now need to determine the order in which we tackle the tasks
--we also need to determine who is in charge of each task, as well as if any tasks have prerequisite tasks

7) Communicate the need to process these tasks as user stories on the Kanban board - Maheen
--make a group decision as to who is placed in charge of the Kanban board and user stories

8) Share the project binder with group members - Maheen
--collectively decide if any other group members should contribute to the project binder

9) Establish sprint tasks for this week - Maheen
--administration
--OOAD / documentation
--programming

10) Discuss the topic of VPN issues - Maheen
--have the VPN issues been fixed?
--do we need to send an email regarding VPN issues?
--who we do need to send the aforementioned email to?

12) Any other business - Maheen

13) Date of next meeting - Maheen

Minutes:

-Proposed by chair - to be formalised at next meeting

Members present:
-Betul Cilenk, Adam Hussain, William Leslie, Maheen Matin, Martinson Yan

Topics discussed:
1)

Decisions made:
1)

Actions:
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Miscellaneous:
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