

Title: Meeting 1

Date: Friday 16th February 2024

Time: 15:10 - 16:00

Location: Library Room 3C

Chair: Maheen Matin

Agenda:

x) Point - Owner

1) Minutes of the last meeting (N/A for this meeting) - N/A

2) Introduction to meeting structure - Maheen

-2a) List of all agenda points for this meeting

-2b) All attending members should take notes for their individual diaries - these notes will be used to provide a formal record (i.e. minutes) at the next meeting. Notes should include a list of all attending members, the duration of the meeting, a summary of what was discussed, a summary of what was decided and a list of actions to be taken.

-2c) Only members who take notes will be able to formalise the minutes at the next meeting - since note-taking at meetings is an individual diary activity, it is entirely the group member's responsibility.

-2d) Minutes will be finalised at the next meeting, then kept as a formal project binder entry and distributed to team members upon request

3) Collation of all proposed and draft specification documents - Maheen

4) Review of the Week 4 Deliverable Plan document (with heavy emphasis placed on the timeline) - Maheen

5) Inform all group members that the Week 4 Individual Diary deliverable requires a Kanban board populated with user stories/tasks, and a team charter - Maheen

6) Allocate a group member(s) to the task of producing a team charter - Maheen

7) Allocate a group member(s) to the task of populating the Kanban board - Maheen

8) Allocate two or three group members to the task of completing Question 3 in the Week 4 Inter-Team Services deliverable - Maheen

9) Allocate two group members to the task of requirements analysis and corresponding updating of the Kanban board - Maheen

10) Allocate a group member(s) to the task of producing a risk register - Maheen

11) Finalise all group roles, since this is required for the Week 4 Individual Diary deliverable - Maheen

12) Provisionally allocate group members to the task of producing an entity-relationship diagram and an analysis class diagram

13) Any other business - N/A

14) Date of next meeting - N/A

Minutes:

-Proposed by chair - to be formalised at next meeting

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

Topics discussed:

- 1) All group members are urged to keep notes on the meeting, so that a formal record (minutes) can be agreed upon at the start of the next meeting
- 2) The chair verbally communicated the meeting structure and a list of the agenda points
- 3) All relevant documents were sent to the chair via email
- 4) The chair verbally communicated the Week 4 deliverable plan and timeline
- 5) The chair verbally communicated the need for a Kanban board and a team charter
- 6) A group member was tasked with producing a team charter
- 7) A group member was tasked with populating the Kanban board (following receipt of a functional requirements analysis document)
- 8) Due to the other teams not having sent the management team their specification documents at the time of the meeting, this topic was tabled
- 9) A group member was tasked with functional requirements analysis
- 10) A group member was provisionally assigned to the task of producing a risk register
- 11) Some group roles were revisited
- 12) Two group members were provisionally allocated to the task of producing an analysis class diagram and three group members were provisionally allocated to the task of producing an entity-relationship diagram
- 13) Several miscellaneous questions were answered by the relevant group member(s)
- 14) The group did not identify a need to plan another formal meeting at the time of the meeting

Decisions made:

- 3) All relevant documents were sent to Maheen via email
- 6) Martinson was tasked with producing a team charter
- 7) Adam was tasked with populating the Kanban board (following receipt of a functional requirements analysis document from Maheen)
- 9) Maheen was tasked with functional requirements analysis
- 10) Betul was provisionally assigned to the task of producing a risk register
- 11) Betul's primary role was made more specific to pertain to primarily design (as opposed to analysis) and Adam's role was amended to include administration responsibilities
- 12) Betul and Maheen were provisionally allocated to the task of producing an analysis class diagram and Sultan, William and Martinson were provisionally allocated the task of producing an entity-relationship diagram

Actions:

- Maheen will complete, check and finalise the two specification documents by Saturday 17th February
- Adam will check the two finalised specification documents on Saturday 17th February
- Maheen will send the two finalised specification documents (after Adam has checked and approved) on Saturday 17th February
- Martinson will produce a team charter by Monday 19th February
- Adam will populate the Kanban board with at least 10 user stories by Wednesday 21st February
- Maheen will produce a functional requirements analysis document by Monday 19th February (then send it to Adam)
- Sultan, William and Martinson will complete a first draft of the interface by Monday 19th February (then send to Maheen to check and review)

Miscellaneous:

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