

**Title:** Discussion 2

**Date:** Monday 5th February 2024

**Time:** 17:40-18:00

**Duration:** 20 minutes

**Agenda:** discuss the questions to be asked during Tuesday's customer interviews (06/02/24), decide Sultan's provisional group role, relay key information regarding individual diaries to all group members

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

Topics discussed:

- 1) Questions to be asked during customer interviews
- 2) Primary and secondary roles for Sultan
- 3) Details regarding structure of individual diary

Decisions made:

- 1) Questions to be asked during customer interviews:

-Questions for the customer have been collated in the shared Google Docs file, organised by the group member who proposed the question

- 2) Primary and secondary roles for Sultan

-Sultan

--primary: developer/programmer

--secondary: testing/quality assurance

- 3) Details regarding structure of individual diary

-All group members are required to keep an individual diary comprised of two sections:

--a) an individual plan produced at the beginning of the project detailing the expected number of hours to be contributed to the project, broken down by tasks

--b) a record of actual hours contributed (in hours and minutes), broken down by tasks. In addition, any substantial deviation from the aforementioned individual plan should be addressed and explained

Miscellaneous:

-N/A