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)

<u>Miscellaneous:</u>
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