**Title:** Meeting 4

**Date:** Monday 25th March 2024

**Time:** 20:00-21:00

**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) Share and explain the analysis class diagram - Maheen, Betul

4) Share and explain the entity relationship diagram - William, Martinson, Sultan

5) Demonstrate the changes to the GUI (if any) - William, Martinson, Sultan

6) Share and explain the notes from Customer Interview 2 - Adam

--confirm the completion of testing documentation for the GUI

--confirm if the Kanban board was updated to reflect last week's sprint tasks

7) Share and explain the roadmap - Maheen

--communicate that the Kanban board is to be updated with this week's sprint tasks

8) Finalise the roadmap - Maheen

--mediate discussion

--make a list of proposed changes

--finalise medium-term and long-term goals

9) Establish sprint tasks for this week - Maheen

--administration - roadmap, Kanban board, Meeting 4, Coach Meeting 4

--OOAD / documentation - design class diagram, state machine diagram

--programming - database and GUI

10) Check that everyone is aware of the workload and the deadlines - Maheen

--there are 3 sprints left (including this one) - Monday 25th March, Monday 1st April and Monday 8th April

--the source code must be submitted by Monday 15th April

--computer networks coursework is due on April 3rd + language processors coursework and cloud technology presentation are due April 7th

--ideally, we would spend this sprint and the next sprint completing the code

--then, we would spend the last sprint on testing and collating all the documentation

--is everyone okay with the workload + do any resources need to be reallocated (namely, do we need more people assigned to programming for the next two sprints)?

--finally, we have an individual diary submission due on Sunday 31st March

11) Any other business - Maheen

12) 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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