Agenda

for 15 August 2013

Group 2 regular meeting
venue: IW 462

1 Presentation

Matt will show the minutes of the first client meeting. Software requirements will be generated depending on this minutes.

2 To do in the meeting

2.1 Working on requirements

We need to summarise the requirements depending on the contents of the last client meeting and generate questions for further requirements gathering. Please open your mind to do some brainstorming for the client meeting.

2.2 Prepare for next client meeting

The chair for next client meeting is Aziz and the one who is going to record the client meeting is Bowen. Aziz is responsible for the process of the client meeting. He needs to collect information during this group meeting so he can design what we are going to do for the next client meeting. Aziz is also responsible to generate the agenda for the next client meeting. The agenda must be put on SVN 24 hours before the client meeting, which is **2.30pm Sunday**. Aziz needs to print the agenda out and bring it to the client meeting next Monday. Bowen should record carefully about the client meeting and generate the minutes after the meeting. He has to put the minutes on SVN 24 hours after the client meeting, which is **2.30pm Tuesday** of next week.

2.3 Tasks allocation for the assignments

There are three assignments we need to submit before the mid-break.
    SRS is due on 26 Aug (Monday of Week 5)
    SPMP is due on 9 Sep (Monday of Week 7)

SDD is due on 20 Sep (Friday of Week 8)

Due to their different complexilities, we can't complete them one by one. We are going to complete the assignments parallelly, which can use the resources of the whole group efficiently. The tasks for all three assignments will be allocated at this group meeting. Because we have 6 people, we can allocate 2 people on each assignment. The 2 responsible people should generate a basic version of the assignment before the preceding Friday of the deadline, and then the rest can help improve it. Once the 2 people finished their tasks, they can move on to further objectives, such as coding or helping the people who are working on other assignments.

At this meeting, we are going to decide who is gong to be responsible for which assignment, and set the deadlines for their works. Please think carefully which one you want to work on.

3   Any other issues

3.1   Free discussions

3.2   Learning of tools

4   Date of next group meeting

22 August 2013.