**UNIVERSITY OF WOLLONGONG**

**CSCI222 Assignment 1**

**PROJECT Meeting Minutes**

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| Date: | 07/02/17 | |  |
| Meeting no. | 01 | |  |
| Venue: | SIM Block B level 4 | |  |
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| Present: |  | |  |
| Loh Si Ying  Mei Konishi  Tao Si Yue  Nicola Tan  Daryl Wee  Ong Wei Hao  Adler Chua |  |
| Absent with apologies: |  | |  |

NIL

| **S/No** | **Item** | | |
| --- | --- | --- | --- |
|  | Meeting started at 1300pm  **Agenda**  Understand flow of business and business structure  Understand job scope of individual member  Identify the work load and divide among team members  **Conversation**  Adler: Agenda of Meeting, discussing of appendix A and B  Mei: Actors of system:  Manager – full access  Employees – Search stock, view summary report  Daryl: Requirements of login:  Login Data to be encrypted  Accounts be locked after three unsuccessfully login attemps  Si Ying: Add process stock function that involves moving in and out of stock.  Mei: Process stock function to be accessible for Manager and Employees  Wei Hao: Daily Summary report to be same format as sample given in appendix A.  Mei: Weekly, Monthly yearly summary report to display only the end record of each stock.  Daryl: Adding optional export function for all summary report. Exported text file contains all transaction for each item throughout the week/month/year. To be stored digitally or physically.  SiYue: 2 database:  Stock item database – stores details of the stocks  Transaction database – stores transaction movement of stocks  Nicola: Transaction data of a stock will not be removed after stock had been removed from stock item database.  SiYing: Adding new stock affects both databases  Edit and removing new stock would affect the stock item database only.  Adler: To list the work to be done  Mei: Overview, risk analysis and gnat chart, basic UML diagrams, use case diagrams and class diagrams  SiYue: Activity workflow to be done in the form of a flowchart.  Adler: 4-5 meeting dates, 3 days in between of each meeting.  Adler would overlook the documentation part. Schedule meetings and agendas.  Mei would overlook the diagrams as the lead designer.  **Task to be done**   * Overview * Risk Analysis * Use Case Diagram * Flow Chart (Iteration 1) * Gantt Chart (Iteration 1) * Class Diagram (Iteration 1)   **Task Allocation Table**   |  |  |  |  | | --- | --- | --- | --- | | Name | Roles | Task Allocated | Time allocated | | Chua Han Ming Adler | Manager | Gnatt Chart  Minutes | By: 10/02/2017 | | Mei Konishi | Lead Designer | Overlook of Diagram  Verify correctness of diagrams | By: 10/02/2017 | | Loh Si Ying | Designer | Class Diagram | By: 10/02/2017 | | Tao Si Yue | Designer | Use Case Diagram | By: 10/02/2017 | | Nicola Tan | Designer | Flow Chart | By: 10/02/2017 | | Daryl Wee | Documenter | Overview | By: 10/02/2017 | | Ong Wei Hao | Documenter | Risk Analysis | By: 10/02/2017 |   **Agenda for next week**   * Review on work done for from current meeting * Consolidate everything * Breakdown of how the display of the report outcome | | |
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Meeting ended at 1630

Next meeting scheduled: 10/02/2017