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| **Date and Time of Session** | | **07/02/19, 1.00 PM** |
| **Brief description of work done by each group member since last meeting** | | |
| Second group meeting, group members include;  Jordan Delaney w16015149  Aows Rashad w16024005  Lee Hayley w16014111  Neetan Briah w16028251  Umar Shaban w16015928  In the second week we got our final group member which is Umar. The code of conduct was submitted on time by Neetan. This week we had Umar join us and we separated the tasks we have to do for the TOR. The hand in for the TOR is the 25th of February. We separated all of the tasks fairly between all of us. This week we also decided on the subsystem we were choosing, below is the subsystem and TOR tasks for each person:  Jordan- subsystem 5, scope of subsystem 5, requirements capture plan, requirements specification list  Neetan- subsystem 1, scope of subsystem 1, research, Gantt chart  Aows- subsystem 2, scope of subsystem 2, predicted look for system, costing, ethics  Lee- subsystem 4, scope of subsystem 4, introduction, stakeholder input  Umar - subsystem 3, scope of subsystem 3, risk analysis, legal, social, ethical and professional analysis. | | |
| **Agreed tasks for next meeting for each group member** | | |
| For the next meeting we want some work for the TOR done and the ethics form submitted so we can hopefully get approval for it by next week’s meeting. | | |
| **Student signatures** |  | |
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| **Date / Time of next meeting** | **05/01/19, 2.00PM** | |