Minutes Meeting Week 4

|  |  |
| --- | --- |
| **Team Number** | 17 |
| **Names of team members present** | Sam, Adam, Will, Sarah, Ethan, Umar |
| **Meeting format** | Discord call |
| **Date and time** | Wednesday 03rd March 3pm |
| **Meeting coordinator** | Sam, adam |

**1) Matters to note from last meeting**

* All thought about sprints
* Requirement analysis nearly finished
* Class diagram started but not finished
* Pert and gantt chart finished

**2) Issues discussed at this meeting**

* Go through some sprints
* Watched lab on how to use git
* Further broken down tasks and dependencies shown
* Decide on order of sprints to be coded

**3) Decisions agreed at this meeting**

* Ordered list of detailed tasks that will be coded
* Finish use case
* First sprint started
* Requirement analysis finished.

**4) Date of next meeting**

10th march 2021

Further notes:

Use case - Sam, Adam

Class - Ethan, sarah?

Sprints - Umar, Will

Requirements - Sarah, Umar

Sequence -Ethan and others

Gantt chart - sam and adam

designs