

**Meeting Agenda - First Meeting**

**Date:** Wednesday 1st October 2025

**Time:** 13:00pm till 14:00pm

**Location:** Online

**Attendees to attend:**

- Charlotte Smale-Holland (19313496)
- Ryan Hogan (19390270)
- Gauthier Lihau (19207032)
- Gonzalez Rodrigues (19271262)

**State of completion of actions:**

- Allocated each member of the group a subsystem of the project
- Identified and grouped the functional requirements for each subsystem
- Identified the data dependencies for each subsystem

**Report on quality requirements**

- Each member of the group will come to the meeting with a rough document outlining the quality requirements of their chosen subsystem
- Each member will then present their findings to the group and answer any questions
- Other members will note down each other's subsystem requirements to deepen their understanding of the system and ensure cohesion between parts

**Actions to take place after the meeting:**

- Determine the tasks to be accomplished after the meeting for the Software Engineering project.

**Issues to be solved:**

- Discuss any confusion and uncertainties related to the collaborative project.
- Identify any issues that require further clarification from the lecturer or through additional research.

**Date/Time of the following meeting - Wednesday 8th October 2025 (13:00pm till 14:00pm)**