






Appendix II:

Minutes

**Minutes for Group__3__ Week commencing _28/1/19_ Date of this minute
__28/1/19__**

The following team members were present

Name (printed/typed)	Signature
Barbara Murtland	
Colette Casey	
David Kennedy	
Ismael Florit	
Tim Lewis	

Agenda: To clarify the Technopoly Requirements and review printed report requirements

Task Reporting (Briefly list the progress for each team member in the last week.*)

Name & Role (1): Barbara Murtland (Team member)

- Read Technopoly requirements specification and made notes
- Did further research, gathering resources from literature on the subject.
-

Name & Role (2): Colette Casey (Moderator)

- Read Technopoly requirements specification and made notes
- Did further research, gathering resources from literature on the subject.
-

Name & Role (3): Dave Kennedy (Scribe)

- Read Technopoly requirements specification and made notes
- Did further research, gathering resources from literature on the subject.

Name & Role (4): Ismael Florit (Team member)

- Read Technopoly requirements specification and made notes
- Did further research, gathering resources from literature on the subject.
-

Name & Role (5): Tim Lewis (Team member)

- Read Technopoly requirements specification and made notes
- Did further research, gathering resources from literature on the subject.

Actions Planned (Briefly list the actions required of each team member for the next week.)

Name & Role (1): Barbara Murtland (Team member)

- Research industry standards for software engineering
- Prepare draft use case descriptions – “Starts Game” and “Takes Turn”
- Continue researching material around the subject

Name & Role (2): Colette Casey (Moderator)

- Prepare draft use case descriptions – “Purchases Startup” and “Lands on Runway”
- Continue researching material around the subject

Name & Role (3): Dave Kennedy (Scribe)

- Will create git repo to store use case drafts
- Prepare draft use case descriptions – “Hires Staff” and “Takes over Startup”

Name & Role (4): Ismael Florit (Team member)


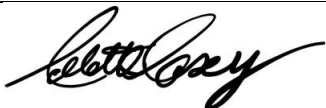



- Create Ghant chart to monitor progress
- Create Trello board for group use
- Prepare draft use case descriptions – “Declares Bankruptcy”, “Verifies Choice” and “Views rules”

Name & Role (5): Tim Lewis (Team member)

- Prepare draft use case descriptions – “Terminates Game” and “Ends Turn”
- Continue researching material around the subject

**Minutes for Group__3__ Week commencing _4/2/19_ Date of this minute
__7/2/19__**

The following team members were present

Name (printed/typed)	Signature
Barbara Murtland	
Colette Casey	
David Kennedy	
Ismael Florit	
Tim Lewis	

Agenda: To go over the draft use case descriptions we have each completed.

Task Reporting (Briefly list the progress for each team member in the last week.*)

Name & Role (1): Barbara Murtland (Team member)

- Gathered information on industry standards of software engineering and presented to group.
- Completed draft use case descriptions – “Start Game” and “Takes Turn”

Name & Role (2): Colette Casey (Team Member)

- Completed draft use case descriptions – “Purchases Startup” and “Lands on Runway”

Name & Role (3): Dave Kennedy (Team Member)

- Created git repo for use cases
- Completed draft use case descriptions – “Hires Staff” and “Takes over Startup”

Name & Role (4): Ismael Florit (Scribe)

- Completed Ghant chart and set up Trello board
- Completed draft use case descriptions – “Declares Bankruptcy”, “Verifies Choice” and “Views rules”

Name & Role (5): Tim Lewis (Moderator)

- Completed draft use case descriptions – “Terminates Game” and “Ends Turn”

Actions Planned (Briefly list the actions required of each team member for the next week.)

Name & Role (1): Barbara Murtland (Team member)

- Finalise use case descriptions – “Start Game” and “Takes Turn”
-

Name & Role (2): Colette Casey (Team Member)

- Finalise use case descriptions – “Purchases Startup” and “Lands on Runway”

Name & Role (3): Dave Kennedy (Team Member)

- Finalise use case descriptions – “Hires Staff” and “Takes over Startup”

Name & Role (4): Ismael Florit (Scribe)






- Finalise use case descriptions – “Declares Bankruptcy”, “Verifies Choice” and “Views rules”

Name & Role (5): Tim Lewis (Moderator)

- Create Technopoly Guide for users and to compare use cases and class diagrams against.
- Finalise use case descriptions – “Terminates Game” and “Ends Turn”

Minutes for Group___3___ **Week commencing** _11/2/19_ **Date of this minute**
__11/2/19__

The following team members were present

Name (printed/typed)	Signature
Barbara Murtland	
Colette Casey	
David Kennedy	
Ismael Florit	
Tim Lewis	

Meeting Agenda: Look over all use case descriptions and prepare draft use case diagram.

Task Reporting (Briefly list the progress for each team member in the last week.*)

Name & Role (1): Barbara Murtland (Scribe)

- Completed final use case descriptions – “Start Game” and “Takes Turn”
-

Name & Role (2): Colette Casey (Team member)

- Completed final use case descriptions – “Purchases Startup” and “Lands on Runway”

Name & Role (3): Dave Kennedy (Moderator)

- Completed final use case descriptions – “Hires Staff” and “Takes over Startup”

Name & Role (4): Ismael Florit (Team member)

- Completed final use case descriptions – “Declares Bankruptcy”, “Verifies Choice” and “Views rules”

Name & Role (5): Tim Lewis (Team member)

- Completed final use case descriptions – “Terminates Game” and “Ends Turn”
- Completed game guide.

Actions Planned (Briefly list the actions required of each team member for the next week.)

Name & Role (1): Barbara Murtland (Scribe)

- Compile all finalised use cases into one document and format.

Name & Role (2): Colette Casey (Team Member)

- Research UML class diagrams and lecture notes on Chapter 6
- Prepare draft ideas for UML class diagram using game guide.

Name & Role (3): Dave Kennedy (Moderator)

- Draw up draft use case diagram using finalised use cases and pass on to Ismael.
- Research UML class diagrams and lecture notes on Chapter 6

Name & Role (4): Ismael Florit (Team member)






- Take draft use case diagram from Dave and create a final diagram on draw.io to present at next meeting.
- Research UML class diagrams and lecture notes on Chapter 6

Name & Role (5): Tim Lewis (Team member)

- Update game guide following discussion with group on certain points.
- Prepare draft ideas for UML class diagram using game guide.
- Create Technopoly pricing guide.

Minutes for Group__3__ **Week commencing** _11/2/19_ **Date of this minute**
__14/2/19__

The following team members were present

Name (printed/typed)	Signature
Barbara Murtland	
Colette Casey	
David Kennedy	
Ismael Florit	
Tim Lewis	

Agenda: Short follow up mid-week meeting to agree finalised version of use case diagram and draft UML class diagram using game guide.

Task Reporting (Briefly list the progress for each team member in the last week.*)

Name & Role (1): Barbara Murtland (Team member)

- Continued working on use case descriptions document – compiling all use cases into one formatted document
- Researched UML class diagrams and lecture notes on Chapter 6

Name & Role (2): Colette Casey (Scribe)

- Researched UML class diagrams and lecture notes on Chapter 6

Name & Role (3): Dave Kennedy (Team member)

- Completed draft use case diagram

Name & Role (4): Ismael Florit (Moderator)

- Completed finalised copy of use case diagram on draw.io

Name & Role (5): Tim Lewis (Team member)

- Researched UML class diagrams and lecture notes on Chapter 6
- Completed technopoly pricing guide.

Actions Planned (Briefly list the actions required of each team member for the next week.)

Name & Role (1): Barbara Murtland (Team member)

- Finalise the Use Case Descriptions document, with the correct inclusion and extension points.

Name & Role (2): Colette Casey (Scribe)

- Continue working on UML class diagram – draft
- Research sequence diagrams

Name & Role (3): Dave Kennedy (Team member)

- Continue working on UML class diagram -draft
- Research sequence diagrams

Name & Role (4): Ismael Florit (Moderator)


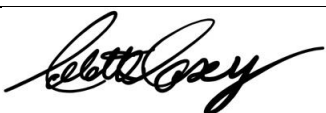



- Continue working on UML class diagram – draft
- Research sequence diagrams

Name & Role (5): Tim Lewis (Team member)

- Continue working on UML class diagram – draft
- Research sequence diagrams

Minutes for Group___3___ Week commencing _18/2/19_ Date of this minute
__18/2/19__

The following team members were present

Name (printed/typed)	Signature
Barbara Murtland	
Colette Casey	
David Kennedy	
Ismael Florit	
Tim Lewis	

- Agenda:
- Review extension and inclusion points in Use Description documentation.
 - Discover unidentified candidate classes through noun spotting in game guide.
 - Finalise Class UML diagram and start sequence diagrams.

Task Reporting (Briefly list the progress for each team member in the last week.*)

Name & Role (1): Barbara Murtland (Scribe)

- Completed Use Case Descriptions document, presented to group. Group approved.
- Helped to complete final draft of UML class diagram

Name & Role (2): Colette Casey (Team member)

- Helped to complete final draft of UML class diagram
- Researched sequence diagrams

Name & Role (3): Dave Kennedy (Team member)

- Helped to complete final draft of UML class diagram
- Researched sequence diagrams

Name & Role (4): Ismael Florit (Team member)

- Helped to complete final draft of UML class diagram
- Researched sequence diagrams

Name & Role (5): Tim Lewis (Moderator)

- Helped to complete final draft of UML class diagram
- Researched sequence diagrams

Actions Planned (Briefly list the actions required of each team member for the next week.)

Name & Role (1): Barbara Murtland (Scribe)

- Finalise edit of the Use Case Descriptions document – standardising team submissions
- Will draw the 'Terminates Game' sequence diagram in Draw.io.

Name & Role (2): Colette Casey (Scribe)

- Draw up the "GameAdmin" sequence diagram as per the group discussion.
- Draw a 'Pays Licence Fee' sequence diagram in Draw.io.

Name & Role (3): Dave Kennedy (Team member)

- Draw up the "TurnEngine" sequence diagram as per the group discussion.
- Draw the 'Views Menu' sequence diagram in Draw.io.

Name & Role (4): Ismael Florit (Team member)






- Draw up the Class Diagram discussed to date and post to repository
- update the use case diagram
- Draw the 'Develops Startup' & 'Purchases Startup' sequence diagrams in Draw.io.

Name & Role (5): Tim Lewis (Moderator)

- Update the game rules/guide in own time to reflect usecase descriptions and diagram
- Update pricing guide.
- Will draw the 'Takesover Startup' sequence diagram in Draw.io.

**Minutes for Group__3__ Week commencing _25/2/19_ Date of this minute
__28/2/19__**

The following team members were present

Name (printed/typed)	Signature
Barbara Murtland	
Colette Casey	
David Kennedy	
Ismael Florit	
Tim Lewis	

Apologies were made in advance for the absence of Tim Lewis who had urgent business to attend. All information was passed on remotely.

Agenda:

- Planning of writing Requirements Analysis part of the report
- completing Sequence Diagrams
- preparing for first sprint – assigning classes to team members to code.

Task Reporting (Briefly list the progress for each team member in the last week.*)

Name & Role (1): Barbara Murtland (Scribe)

- Final edit of Use case descriptions posted to git.
- Completed “Terminates Game” Sequence diagram

Name & Role (2): Colette Casey (Team member)

- Drew up the “GameAdmin” sequence diagram as per the group discussion.
- Drew a ‘Pays Licence Fee’ sequence diagram in Draw.io.

Name & Role (3): Dave Kennedy (Team member)

- Drew up the “TurnEngine” sequence diagram as per the group discussion.
- Drew the ‘Views Menu’ sequence diagram in Draw.io.
-

Name & Role (4): Ismael Florit (Moderator)

- Drew up the Class Diagram discussed to date and post to repository
- Updated the use case diagram.
- Drew the “Develops Startup” & “Purchases Startup” sequence diagrams in Draw.io.
-

Name & Role (5): Tim Lewis (Team member)

- Updated the game rules/guide in own time to reflect usecase descriptions and diagram
- Updated the Technopoly pricing guide.
- Drew the “Takesover Startup” sequence diagram in Draw.io.

Actions Planned (Briefly list the actions required of each team member for the next week.)

Name & Role (1): Barbara Murtland (Scribe)

- will write the 'ActionSpaceName' & 'Field' enums & Players class.
- write the intro for the Report/

Name & Role (2): Colette Casey (Team member)

- write up draft test plan.
- write the 'Dice' class and start the 'GameAdmin' class.

Name & Role (3): Dave Kennedy (Team member)

- write the 'StartupSpace' and 'ActionSpace' classes.

Name & Role (4): Ismael Florit (Moderator)






- write the 'StartupSpaceName', 'Staff' enums & 'Board' class.

Name & Role (5): Tim Lewis (Team member)

- will write the "userInput" class.

Minutes for Group__3__ **Week commencing** _04/3/19_ **Date of this minute**
__05/3/19__

The following team members were present

Name (printed/typed)	Signature
Barbara Murtland	
Colette Casey	
David Kennedy	
Ismael Florit	
Tim Lewis	

Agenda: Agile scrum meeting, first sprint. As we are in the development stage of the project we are now using a more agile approach and have switched to daily scrum meetings as we complete our first sprint.

Task Reporting (Briefly list the progress for each team member in the last week.*)

Name & Role (1): Barbara Murtland (Scribe)

- Paused report until game completion.
- Wrote the 'ActionSpaceName' & 'Field' enums & 'Players' class.
- Blocking issue- Cannot carry out further tests until game is further completed.

Name & Role (2): Colette Casey (Team member)

- Completed test plan
- Wrote "Dice" class – no blocking issues
- Started "GameAdmin" class – 70% complete.

Name & Role (3): Dave Kennedy (Team member)

- Wrote the 'StartupSpace' and 'ActionSpace' classes. Junit test carried out for 'StartupSpace' – No blocking issues.

Name & Role (4): Ismael Florit (Team member)

- wrote the 'StartupSpaceName', 'Staff' enums & 'Board' class. – no blocking issues.

Name & Role (5): Tim Lewis (Scrum Master)

- Completed userInput class. Fully tested the class in JUnit. – no blocking issues.

Actions Planned (Briefly list the actions required of each team member for the next week.)

Name & Role (1): Barbara Murtland (Scribe)

- Work on 'landedStartupSpace' method in 'TurnEngine' class

Name & Role (2): Colette Casey (Scribe)

- Continue working on 'GameAdmin' class.

Name & Role (3): Dave Kennedy (Team member)

- Start working on 'TurnEngine' class – general.

Name & Role (4): Ismael Florit (Team member)


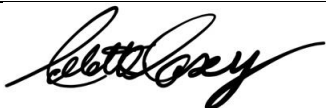



- Work on the 'check if player can develop' method as part of 'TurnEngine' class.

Name & Role (5): Tim Lewis (Scrum Master)

- Work on 'hiresStaff' method in 'TurnEngine' class

**Minutes for Group__3__ Week commencing _04/3/19_ Date of this minute
__07/3/19__**

The following team members were present

Name (printed/typed)	Signature
Barbara Murtland	
Colette Casey	
David Kennedy	
Ismael Florit	
Tim Lewis	

Agenda: Agile scrum meeting, second sprint.

Task Reporting (Briefly list the progress for each team member in the last week.*)

Name & Role (1): Barbara Murtland (Team member)

- Completed 'landedStartupSpace' method V1 in 'TurnEngine' class – Blocking issue: awaiting views menu method.
- Completed Junit test for 'Players' class

Name & Role (2): Colette Casey (Scrum Master)

- Completed 'GameAdmin' class V1 (paired with Dave Kennedy).

Name & Role (3): Dave Kennedy (Team member)

- Started working on the turn engine class. Realised it would be neater to create a separate 'GameEngine' class to manage whose turn it is and what round it is. Built the game engine and presented to group in meeting.

Name & Role (4): Ismael Florit (Team member)

- Completed the 'checkIfPlayerCanDevelop' method as part of the turn engine class.
- Blocking issue- Cannot test until the game is closer to completion.

Name & Role (5): Tim Lewis (Scribe)

- Completed the 'hiresStaff' method for 'TurnEngine' class. Blocking issue – for method to work need 'TurnEngine' to be implemented.

Actions Planned (Briefly list the actions required of each team member for the next week.)

Name & Role (1): Barbara Murtland (Team member)

- Work on V2 of 'landedStartupSpace' method and V1 of 'purchaseStartup' method in 'TurnEngine' class.

Name & Role (2): Colette Casey (Scrum master)

- Work on V2 of 'GameAdmin' class paired with Dave Kennedy
- will do V1 'payLicenceFee' method in 'TurnEngine' class.

Name & Role (3): Dave Kennedy (Team member)

- Work on V2 of 'GameAdmin' class paired with Colette Casey.
- Finalise 'GameEngine' class.

Name & Role (4): Ismael Florit (Team member)






- Work on the 'listOwned' method and the 'canDevelop' method as part of 'TurnEngine' class.

Name & Role (5): Tim Lewis (Scribe)

- Work on 'viewsMenu' method as part of 'TurnEngine' class.

Minutes for Group__3__ **Week commencing** _04/3/19_ **Date of this minute**
__08/3/19__

The following team members were present

Name (printed/typed)	Signature
Barbara Murtland	
Colette Casey	
David Kennedy	
Ismael Florit	
Tim Lewis	

Agenda: Agile scrum meeting, third sprint.

Task Reporting (Briefly list the progress for each team member in the last week.*)

Name & Role (1): Barbara Murtland (Scrum Master)

- Completed V2 of 'landedStartupSpace' method and V1 of 'purchaseStartup' method in 'TurnEngine' class. Blocking issue – need 'TurnEngine' class to be implemented for it to fully work.

Name & Role (2): Colette Casey (Team member)

- Completed 'GameAdmin' class V2 (paired with Dave Kennedy).
- Started 'payLicenceFee' method in 'TurnEngine' class.

Name & Role (3): Dave Kennedy (Scribe)

- troubleshoot git and fixed team gitlab/eclipse account following minor problems.
- Completed V2 of 'GameAdmin' class paired (with Colette Casey).
- Uploaded completed 'GameEngine' class to git.

Name & Role (4): Ismael Florit (Team member)

- troubleshoot git and fixed team gitlab/eclipse account following minor problems.
- Completed 'listOwned' method and the 'canDevelop' method as part of 'TurnEngine' class.

Name & Role (5): Tim Lewis (Team member)

- 80% completed the 'viewsMenu method for 'TurnEngine' class.

Actions Planned (Briefly list the actions required of each team member for the next week.)

Name & Role (1): Barbara Murtland (Scrum Master)

- Go over 'purchaseStartup' method and finalise code for V2.

Name & Role (2): Colette Casey (Team Member)

- Continue working on V1 'payLicenceFee' method in 'TurnEngine' class.

Name & Role (3): Dave Kennedy (Scribe)

- do 'terminatesGame' method in 'TurnEngine' class

Name & Role (4): Ismael Florit (Team member)






- Work on the 'takeoverStartup' method as part of 'TurnEngine' class.

Name & Role (5): Tim Lewis (Team member)

- Finish 'viewsMenu' class.
- Update 'UserInput' class for Ismael. Add extra method and test.

**Minutes for Group__3__ Week commencing _11/3/19_ Date of this minute
__11/3/19__**

The following team members were present

Name (printed/typed)	Signature
Barbara Murtland	
Colette Casey	
David Kennedy	
Ismael Florit	
Tim Lewis	

Apologies were made in advance for the absence of Dave Kennedy who had urgent family business to attend. All information was passed on remotely.

Agenda: Agile scrum meeting, fourth sprint.

Task Reporting (Briefly list the progress for each team member in the last week.*)

Name & Role (1): Barbara Murtland (Scribe)

- Completed V2 of 'purchaseStartup' method in 'TurnEngine' class. Blocking issue – need 'TurnEngine' class to be implemented for it to fully work.

Name & Role (2): Colette Casey (Team member)

- Completed 'payLicenceFee' method in 'TurnEngine' class.

Name & Role (3): Dave Kennedy (Team member)

- Completed 'terminatesGame' method in 'TurnEngine' class.

Name & Role (4): Ismael Florit (Scrum master)

- Completed 'takeoverStartup' method as part of 'TurnEngine' class.

Name & Role (5): Tim Lewis (Team member)

- Completed the 'viewsMenu' method for 'TurnEngine' class. Blocking issue – need to add methods that need called from the Menu. Cannot do this until other methods are complete.
- Updated 'UserInput' class and test.

Actions Planned (Briefly list the actions required of each team member for the next week.)

Name & Role (1): Barbara Murtland (Scribe)

- Go over section 1 of the report – requirement analysis.

Name & Role (2): Colette Casey (Team Member)

- Revise Test plan
- Research Priestly ch5 and 6 for the project report

- Update UML class diagram

Name & Role (3): Dave Kennedy (Team member)

- Refactor code
- Integration testing

Name & Role (4): Ismael Florit (Scrum master)


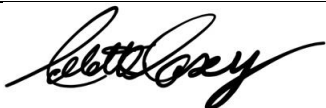



- Regression test game requirement specific Junit tests.

Name & Role (5): Tim Lewis (Team member)

- Edit and collate report appendices and go over report material.
- Update game guide for requirement analysis section.

**Minutes for Group__3__ Week commencing _11/3/19_ Date of this minute
__12/3/19__**

The following team members were present

Name (printed/typed)	Signature
Barbara Murtland	
Colette Casey	
David Kennedy	
Ismael Florit	
Tim Lewis	

Agenda: Daily sprint – sprint 5 – progress update.

Task Reporting (Briefly list the progress for each team member in the last week.*)

Name & Role (1): Barbara Murtland (Team member)

- Completed section 1 of the report – requirement analysis
- Made a start on section 2 of the report

Name & Role (2): Colette Casey (Team member)

- Revised Test plan and gathered test results to ensure good test coverage.
- Researched Priestly ch5 and 6 and outlined an overview for the project report
- Updated class diagram

Name & Role (3): Dave Kennedy (Scrum master)

- Refactored code
- Integration testing

Name & Role (4): Ismael Florit (Team member)

- Regression tested game requirement specific Junit tests

Name & Role (5): Tim Lewis (Scribe)

- Edited and collated report appendices
- Updated game guide for requirement analysis section of report

Actions Planned (Briefly list the actions required of each team member for the next week.)

Name & Role (1): Barbara Murtland (Team member)

- Updating and finalising sequence diagrams for reports and writing brief commentaries.
- Writing brief commentary for section 3.

Name & Role (2): Colette Casey (Team member)

- Completing finalised class diagram for design section of report.

Name & Role (3): Dave Kennedy (Team member)

- Continue to refactor code
- Continue with integration testing

Name & Role (4): Ismael Florit (Team member)

- Building a test harness for integration testing purposes
- Providing final test results to Colette.
- Refactoring code.

Name & Role (5): Tim Lewis (Scribe)

- Complete today's minutes
- Regression test for user input class.
- Continue working on report – editing.