# 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