## Expected Attendants

- Edward Seabrook (Recorder)
- Brian Yu
- Kristian Elliott
- Kelvin Chan (Chair)
- Oscar Mariani
- Sasan Maleki

## Please Bring

- Laptop (at least one for group)
- Logbook (with time expenditure reports ready to show Sasan)
- Details of your time expenditure (in your logbook) to show to the time manager (Kelvin)
- Ideas regarding the class diagram, sequence diagram, testing plan
- Any questions regarding your tasks

## Points of discussion

1. Show Sasan the work done, as a whole and individually (Progress report).
2. The time manager (Kelvin) will show Sasan the time expenditure report to see the progress we made since our last formal meeting.
3. Review work allocation (adjust gantt chart if necessary).
4. Allow time for each team member to clear doubts about their next task according to the project plan and the gantt chart.
5. Refining the idea of the classes discussed during last informal meeting
6. Oscar will show us the updated version of the wireframes
7. Discuss about the sequence diagram and other materials for the analysis, design and testing document.
8. Make sure every team member understands how to proceed (next task).
9. Set expected progress for the following week.
10. Decide who will be the Chair and the Recorder for the next meeting and its date.