Expected Attendants
- Edward Seabrook
- Brian Yu (Chair)
- Kristian Elliott (Recorder)
- Kelvin Chan
- 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 use case diagram
- 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. Discuss the use case diagram:
   a. Should we have another use case for editing the obstacle that is placed on the runway? (we need to because the original use case seems to be for the obstacles in the database not on the runway) (we don't need to because there's an edit obstacle already in the current use case)
   b. Should we add another actor: "interested personnel", who will be emailed by the system the calculations automatically?
   c. Do we really need "save" in the airport, obstructions and emails because the data needs to be saved anyway?
   d. Should "select calculation to show in the visualisation (16)" be included in "Calculate parameters of the runway (8, 12)" or "view a visualisation of the runway and obstacle (14, 15)"
6. Discuss possible classes and interfaces for the system (only if enough time available as it must be done only after the requirements UML - use case diagram - is finished).
7. Make sure every team member understands how to proceed (next task).
8. Set expected progress for the following week.
9. Decide who will be the Chair and the Recorder for the next meeting and its date.