

SEG Group 09  
15:00 - 16:00 Friday 10th February 2012  
Room 3D in Hartley Library

**Expected Attendants**

- Edward Seabrook
- Brian Yu
- Kristian Elliott
- Kelvin Chan (Recorder)
- Oscar Mariani (Chair)
- 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 use cases for the system
- Any questions regarding your tasks

**Points of discussion**

1. Show Sasan the work done, as a whole and individually (Progress report).
2. Report (individually) time expended to the time manager (Kelvin).
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 possible use cases of the system (important).
6. Discuss possible classes and interfaces for the system (only if enough time available as it must be done only after the requirements UML 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.