**Meeting Minutes**

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| **Date** | **11/03/20** | **Time** | **15:00** |
| **Location** | QMB | **Minutes taken by** | Ruth Gurney |
| **Present** | | Aidan Dolan, Ethan Edwards, Eilidh Strachan, Ruth Gurney | |
| **Apologies** | | **N/A** | |
|  | | | |
| **Item** | **Discussion/action** | **Team member** | **Timescale** |
| Requirements | Group discussed what the requirements of the program should be and summary of requirements / introduction was written. | Aidan Dolan |  |
| Code-sharing method | Decided on use of GitHub for sharing code |  |  |
| Task Allocation | Group discussed which parts of the program should be assigned to each person |  |  |
| Scheduler Class | Ethan Edwards |  |
| Health Professional Class | Aidan Dolan |  |
| Diary Class | Ruth Gurney |  |
| Appointment Class | Eilidh Strachan |  |
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|  |  |  |  |
| Date of next meeting |  |  | Thursday (12/03/20) |

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| **Date** | **12/03/20** | **Time** | **15:00** |
| **Location** | QMB Lab 0 | **Minutes taken by** | Ruth Gurney |
| **Present** | | Aidan Dolan, Eilidh Strachan, Ruth Gurney | |
| **Apologies** | | Ethan Edwards | |
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| **Item** | **Discussion/action** | **Team member** | **Timescale** |
| Justification for data structure usage | Discussed reasons why particular data structures were chosen. |  |  |
| Class Diagram |  | Ethan Edwards |  |
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| Date of next meeting |  |  | Monday(16/03/20) |

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| --- | --- | --- | --- |
| **Date** | **16 /03/20** | **Time** | **14:00** |
| **Location** | n/a (online) | **Minutes taken by** | Ruth Gurney |
| **Present** | | Aidan Dolan, Ethan Edwards, Eilidh Strachan, Ruth Gurney | |
| **Apologies** | |  | |
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| **Item** | **Discussion/action** | **Team member** | **Timescale** |
| Discussed how to proceed with project completely online |  |  |  |
| Allocation of menu class | Assigned construction of menu class | Eilidh Strachan |  |
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| Date of next meeting |  |  |  |

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| --- | --- | --- | --- |
| **Date** | **19 /03/20** | **Time** | **15:00** |
| **Location** | n/a (online) | **Minutes taken by** | Ruth Gurney |
| **Present** | | Aidan Dolan, Ethan Edwards, Eilidh Strachan, Ruth Gurney | |
| **Apologies** | |  | |
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| **Item** | **Discussion/action** | **Team member** | **Timescale** |
| Microsoft Teams | Discussed and set up a team in order to better coordinate project online | Aidan Dolan |  |
| Progress | Group discussed what progress had been made in individual tasks. |  |  |
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| Date of next meeting |  |  |  |

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| **Date** | **26 /03/20** | **Time** | **16:00** |
| **Location** | n/a (online) | **Minutes taken by** | Ruth Gurney |
| **Present** | | Aidan Dolan, Ethan Edwards, Eilidh Strachan, Ruth Gurney | |
| **Apologies** | |  | |
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| **Item** | **Discussion/action** | **Team member** | **Timescale** |
| clone() method | Discussed implementation of clone() methods and fixed issues with this | Eilidh Strachan, Ethan Edwards |  |
| Printing arrayList | Discussed best way to implement the printing of arrayLists | Aidan Dolan |  |
| Search feature | Discussed how to implement the diary search feature | Ruth Gurney, Ethan Edwards |  |
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| Date of next meeting |  |  |  |

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| **Date** | **02/04/20** | **Time** | **13:00** |
| **Location** | n/a (online) | **Minutes taken by** | Ruth Gurney |
| **Present** | | Aidan Dolan, Ethan Edwards, Eilidh Strachan, Ruth Gurney | |
| **Apologies** | |  | |
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| **Item** | **Discussion/action** | **Team member** | **Timescale** |
| Project Progression | Checked in on project progression and how complete separate classes were |  |  |
| Search feature | Further discussed implementation of this feature |  |  |
| Report | Test Plans | Eilidh Strachan |  |
| Pseudocode | Aidan Dolan |  |
| Project Demonstration | Discussed demonstration of program. Aidan Dolan to coordinate demonstration video. |  |  |
| Date of next meeting |  |  |  |

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| **Date** |  | **Time** |  |
| **Location** |  | **Minutes taken by** | Ruth Gurney |
| **Present** | | Aidan Dolan, Ethan Edwards, Eilidh Strachan, Ruth Gurney | |
| **Apologies** | |  | |
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| **Item** | **Discussion/action** | **Team member** | **Timescale** |
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| Date of next meeting |  |  |  |