# Initial Meeting Notes

Meeting date: 29/01/21 - 10am (lasted 40 minutes)

Meeting medium: Zoom

Secretary: Georgina

## Attendance

Meeting attendees:

Georgina Browning

Riya Chawla

Harry Keetch

Garik Chilingaryan

Mingshen Ye

Members not in attendance:

Fahimul Ahmed

## Meeting contents

* Went through the coursework specification together to understand all aspects of the coursework
* Discussed required software for the project (Papyrus and Github)

Decided that Garik will set up Github since he had previous experience with it

Decided to install version 4.8.0 of Papyrus

* Decided on group leader - Harry Keetch and secretary for next meeting - Riya
* Decided to each do our own requirements analysis ready for next meeting where we will go through and discuss them together and decide on the final requirements

## Next Meeting

Meeting Date: 02/02/21 - 10am

Secretary: Riya

### Plans

* Go through each persons requirement analysis and discuss which requirements to use, then type them up formally