Meeting1

28 Jan 2016

Decision made on assignment

* Decide the roles each group members needs to play
* Break the project into 3 stages to complete
* distribute each group member what he needs to do

Distribution of group members

|  |  |  |
| --- | --- | --- |
|  | **NAME** | **task** |
|  | Evan Leong Zhi Hao | 1. make project plan 2. make class diagram |
|  | Liu Qiankun | 1. make risk analysis 2. make component diagram |
|  | Tan Jing Sheng | 1. draw use case diagram |
|  | Karthik Goparaju | 1. write project vision 2. draw activity diagram |

a) Progress status from individual members, who were allocated urgent action items in previous meeting [ 'N' paragraphs ]

b) Manager summarizes the overall progress of the entire system [ 1 paragraph ]

c) Brainstorm and discuss on any un-resolved issues / urgent action items from previous meeting [ 'N' paragraphs ]d) Brainstorm and discuss on the remaining tasks (e.g. research / exploration /

development / testing / deployment ) to be done [ 'N' paragraphs ]

e) Decide how much time should be allocated to each issue / task [ 1 paragraph of bulleted points ]

f) Allocate tasks to team members [ use a table ]

g) Decide on the agenda (items/issues to discuss) for the next meeting [ 1 paragraph of bulleted points ]

Note : the paragraphs in "[ ]" is just a guideline on the format / usual length of the content!