**Minutes of Meeting 1**

|  |  |
| --- | --- |
| Date | 30/01/2015 |
| Time | 12:30 - 2:30 |
| Venue | Software Engine Lab |
| Purpose | Team registration and allocation of tasks |
| Facilitator |  |
| Note-Taker |  |
| Attendees | Jian Long, Kok Chin, Lulu, Nikki, Srivatsan |

|  |  |  |
| --- | --- | --- |
|  | **Discussion and Decision** | **Action By**  (Person Responsible/Deadline) |
| 1. | Use Case Model Draft | Jian Long, Kok Chin/06.02.15 |

**Minutes of Meeting 2**

|  |  |
| --- | --- |
| Date | 09/02/2015 |
| Time | 17:00 - 20:30 |
| Venue | S4-B1A-01 |
| Purpose | Discussion and Refining Use Case |
| Facilitator |  |
| Note-Taker |  |
| Attendees | Jian Long, Kok Chin, Lulu, Nikki |

|  |  |  |
| --- | --- | --- |
|  | **Discussion and Decision** | **Action By**  (Person Responsible/Deadline) |
| 1. | Creation of Wiki Account | xxx- xx/xx/2015 |
| 2. | UI MockUp/Prototype | Jian Long/12.02.15 |
| 3. | Use Case Model Final | All/12.02.15 |
| 4. | Use Case Description | All/12.02.15 |
| 5. | Upload Use Case Model to SVN | xxx- xx/xx/2015 |

**Minutes of Meeting 3 (I assume JL and KC met to do)**

|  |  |
| --- | --- |
| Date | 13/02/2015 |
| Time | 12:30 - 2:30 |
| Venue | Software Engine Lab |
| Purpose | Object and Dynamic Model |
| Facilitator |  |
| Note-Taker |  |
| Attendees | Jian Long, Kok Chin |

|  |  |  |
| --- | --- | --- |
|  | **Discussion and Decision** | **Action By**  (Person Responsible/Deadline) |
| 1. | Class Diagram | All/26.02.15 |
| 2. | Sequence Diagram | All/26.02.15 |
| 3. | State Diagram | All/26.02.15 |

**Minutes of Meeting 4 (I assume watson did DD with us)**

|  |  |
| --- | --- |
| Date | 16/02/2015 |
| Time | 16:00 - 18:30 |
| Venue | LWN Library |
| Purpose | SRS draft |
| Facilitator |  |
| Note-Taker |  |
| Attendees | Lulu, Nikki, Srivatsan |

|  |  |  |
| --- | --- | --- |
|  | **Discussion and Decision** | **Action By**  (Person Responsible/Deadline) |
| 1. | Project Description | Lulu,Nikki/26.02.15 |
| 2. | Functional Requirements | Lulu,Nikki/26.02.15 |
| 3. | Non-Functional Requirements | Lulu,Nikki/26.02.15 |
| 4. | Interface Requirements | Lulu,Nikki/26.02.15 |
| 5. | Data Dictionary | Srivatsan/26.02.15 |
| 6. | Wiki Update | xxx- xx/xx/2015 (not done yet) |

**Minutes of Meeting 5**

|  |  |
| --- | --- |
| Date | 27/02/2015 |
| Time | 12:30 - 2:30 |
| Venue | Software Engine Lab |
| Purpose | Refinements |
| Facilitator |  |
| Note-Taker |  |
| Attendees | Jian Long, Kok Chin, Lulu, Nikki,(Srivatsan) |

|  |  |  |
| --- | --- | --- |
|  | **Discussion and Decision** | **Action By**  (Person Responsible/Deadline) |
| 1. | Refining Object Model | All/03.03.15 |
| 2. | Refining Dynamic Model | All/03.03.15 |
| 3. | Refining SRS(UI, etc…) | All/03.03.15 |

**Minutes of Meeting 6**

|  |  |
| --- | --- |
| Date | 04/03/2015 |
| Time | 15:45 - xx:xx |
| Venue | N4-B1A-01 |
| Purpose | Documentation and Code Skeleton |
| Facilitator |  |
| Note-Taker |  |
| Attendees | Jian Long, Kok Chin, Lulu, Nikki, Srivatsan |

|  |  |  |
| --- | --- | --- |
|  | **Discussion and Decision** | **Action By**  (Person Responsible/Deadline) |
| 1. | Work Breakdown Structure | Lulu,Nikki/12.03.15 |
| 2. | Project Schedule | Lulu,Nikki/12.03.15 |
| 3. | Application Skeleton (Register, Login) | Jian Long/12.03.15 |
| 4. | Application Skeleton (Database) | Kok Chin/12.03.15 |
| 5. | Application Skeleton (UI) | Srivatsan/12.03.15 |
| 6. | Minutes of Meeting | Lulu,Nikki/12.03.15 |