Title: Meeting minutes week 4

Date and time: 3.00 -4.00pm, 21/02/2023

Participants: Shamim Bavani, Joanna Oruba, Samuel Coyle, Ceridwen Grey, Joshua MacKay

On this meeting, we discussed the key functions of the system, we are going to develop. We divided the sections in Requirements Specifications document, so each team member has a task, which should be ready for our next meeting.

Each team member writes its own skillset description.

Josh wrote the introduction. His next task is to work on the Reasoning of the topic choice and Non-functional aspects.

Sam has already prepared the scope of functional requirements, on which we will base our next tasks. Next section, which Sam will be working on is Data Description.

Shamim will create the UML class and Use Case diagrams, based on the functional requirements.

Joanna and Ceri are going to prepare the LSEPI text, as well as create the scope of the interface.

Next Ceri’s task to be keeping track of our performance on the workplan, by creating the Gantt chart.

Next meeting: 2.00-3.00pm on Monday, 27/02/2023

Action for the next meeting: Preparing the sections of the Req. Spec. documents.