Meeting One

**Meeting called by:** Nicholas

**Note taker:** Nicholas

**Timekeeper: Nicholas**

**Attendees:** All

**Report Presenter:** Nicholas

**Target Meeting Time:** 30 minutes

**Manager Perception of project state:**

Being the first group meeting, my impressions mostly revolved around how I thought we would work as a group, some members had already worked together on projects so group cohesion was already in a good place, the main adjustments needed was introduction of the new people to the group.

**Agenda Topic:** Role Selection

**Time Allotted:** 10

**Discussion:**

We took some time to discuss as a group which kind of role within RUP each member would like to take.

**Action Items:**

1. Advise of desired role within the group, by next week lab
2. Revise and familiarise yourself with the assignment details

**Agenda Review**

1. Currently no items for review

No items to report on

**Agenda Topic:** Week in plan- design discussions

**Time Allotted:** 20

**Discussion:**

We took some time here to quickly review the assignment and began to brainstorm so idea’s for the design.

**Action Items:**

1. Discuss initial design thoughts for the project

**Agenda discussion**

Some concerns were raised about the structure of the current design, a decision was made that we would revise the design in order to streamline it, no date was targeted, merely we acknowledge that we felt there was a need for redesign and agreed to go about it, at some undefined later date.

Meeting Two

**Meeting called by:** Nicholas

**Note taker:** Nicholas

**Timekeeper: Nicholas**

**Attendees:** All

**Report Presenter:** Nicholas

**Target Meeting Time:** 30 minutes

**Manager Perception of project state:**

At this stage my perceptions were largely the same as the previous meeting, with no hard work being done there is no data to base a review on, the cohesion of the group appeared to be strong and members seemed flexible and willing to assist of all parts of the project.

**Agenda Topic:** Week in review

**Time Allotted:** 15 minutes

**Discussion:**

**Action Items:**

Reviewed assignment specifications

Preferences for Role within the team

**Agenda Review**

1. All members reported familiarising themselves with the assignment specs, questions were raised which lead to the group reading through the assignment spec’s to get everyone on same page before beginning planning and implementation

1. Roles
   1. Manager- Nicholas Ross Morgan
   2. Lead Designer – Josh Coleman
   3. Lead Implementer- Phil Edwards
   4. Designers – Assigned to all
   5. Systems Integration – Ivana Ozakovic, Phil Edwards

\*Roles were expanded- check detailed report for final roles

**Agenda Topic:** Week in plan

**Time Allotted:** 15 minutes

**Discussion:**

**Action Items:**

1. Assign regular meeting times
2. Establish Secondary communication methods
3. Investigate Technologies for use( MySQL/Mongo, GiTHub/provided repo)

**Agenda discussion**

1. Regular Meeting times were scheduled for 6pm every Sunday, with regular informal check in’s during the week
2. Group chose skype as external communication platform
3. A brief discussion was had about the familiarities of each member with the systems, members reported being more familiar with MySQL and GiTHub came out as the preferred version management

Meeting 3

**Meeting called by:** Thomas Nixon

**Note taker:** **<fill this in >** Phil and Thomas

**Timekeeper: <fill this in >** Thomas

**Attendees:** Phillip Edwards, Thomas Nixon, **<anyone else?>**

**Report Presenter:** Nicholas Morgan

**Target Meeting Time:** 5 Hours **<edit this>**

**Manager Perception of project state:**

I was not present for this meeting, but after receiving the notes and seeing the outcome I was happy with the direction the project was taking, a complete redesign on the structure had been completed

**Agenda Topic:** Week in review

**Time Allotted:**

**Discussion:**

**Action Items:**

1. Supporting system selection
2. <any other items you think should be added here>

**Agenda Review**

1. Decisions were made, based on the preferences of the group at the previous meeting to go ahead with usage of MySQL and GitHub
2. <discussion for other items if any>

**Agenda Topic:** Week in plan

**Time Allotted: <put in how long was spent on the redesign>**

**Discussion:**

**Action Items:**

1. Project structure redesign
2. <any other items>

**Agenda discussion**

1. A lengthy discussion was had about the redesign with a complete redesign of the structure complete by the end of the meeting < place reference to the detailed report of the redesign>
2. <other items? >

Meeting 4

**Meeting called by:** Nicholas

**Note taker:** Nicholas

**Timekeeper:** Nicholas

**Attendees:** All

**Report Presenter:** Nicholas

**Manager Perception of project state:**

At this stage prototyping for functions within multiple sections of the program had been completed, the design phase was completed and members had a clear view of the new direction of the assignment, The project as a whole seemed to be on track to be completed. Group cohesion was slightly lower, with the redesign happening in the previous meeting, however by the end of the week’s meeting, people were back on the same page.

**Agenda Topic:** Week in review

**Time Allotted:** 20 minutes

**Discussion:**

**Action Items:**

1. Discussion on the changes made to design
2. GitHub member familiarization

**Agenda Review**

1. Phil and Thomas ran the members not present at the previous meeting through the specifics of the redesign
2. Time was spent showing members the proper use of GiT to avoid issues and insure all could successfully commit their work without issue

**Agenda Topic:** Week in plan

**Time Allotted:** 15 minutes

**Discussion:**

**Action Items:**

1. Initial Code Assignment

**Agenda discussion:**

1. Code Assignments
   1. VersionRec – Thomas
   2. Gui/Reporting – Nicholas
   3. FileRec – Phillip E.
   4. CPPUnit – Ivana/Josh
   5. Gui - Phillip M.