# Meeting Minutes 1 – 22nd January 2018

Summary:

This is our group’s first meeting where we discuss the project structure, goals & assigned our individual roles.

We started off the project by planning our deadlines accordingly using the Gantt Chart.

As we have been familiarised with the various diagrams used through our previous lab exercise, we decided to start on the Use Case Diagram first as it will be used as the pillar of the project to ensure consistency throughout the other diagrams that we will be designing. In order to be efficient, Cyrus, Kai Xiong & Denise worked on finalising iteration 1 of the Use Case Diagram, where Sihui, Ken & Minton started on iteration 1 of the class diagram.

We concluded the meeting by discussing our goals for our 2nd meeting. Which is to finish up iteration 1 of all the diagrams and we will discuss further if any changes will be needed.

Urgent Items:  
There were no urgent matters or reports to report in this meeting as this is the first meeting held.