

Meeting Minutes: Group 33

Meeting Type:

Team Meeting for Requirements Analysis

Meeting Date: 26th February 2018

Meeting Start Time: 4pm

Meeting End Time: 6:30pm

Attendance:

Karen

Pim (Natchpapha)

Kristian

Zach

Sean

Absence:

Zach – personal reasons

Pim – travel issues

Progress:

- Confirmed everyone's responsibilities in the main tasks of the project:
 - Documentation: Karen, Pim
 - Requirements Analysis: All
 - Design: All
 - Coding & Game Player Implementation: Kristian, Zach, Sean
 - GUI Design & Implementation: Pim, (Karen can help during the 1 week slack time)
 - Unit / System Testing: Karen/All
- Draft of project plan has been created
- Requirements analysis phase started

Actions:

List of tasks that are to be carried out before the next meeting and who is assigned to the task

Group decision on whether to begin game player agent implementation at the same time as game implementation or afterwards	All
Finalise Project Plan outline and times	Karen
Draft of PERT chart	Pim
Email Kingsley about the structure of Requirements Document	Karen

Next Meeting:

Thursday 1st March 1pm or Friday 1-4pm or 5pm

Additional Comments:

- *Risk Assessment needs to be attempted asap.*
- *Karen, Kristian, Sean have completed a draft of the requirements from coursework specification (excluding the game player agent requirements) which needs to be formalized into an organized document.*
- *Recent weather conditions may affect team absence this week.*