

Meeting Minutes: Group 33

Meeting Type: *First Team Meeting*

Meeting Date: *23rd February 2018*

Meeting Start Time: *2pm*

Meeting End Time: *4pm*

Attendance:

Karen

Pim (Natchpapha)

Kristian

Zach

Sean

Absence:

Zach

Sean – personal reasons

Progress:

N/A (First team meeting)

Actions:

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

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|---|-----------------------|
| <i>Draft write up of project plan</i> | <i>Karen</i> |
| <i>PERT chart to go with the project</i> | <i>Pim</i> |
| <i>Read the user requirements given in the coursework specification and all Q&A emails from Mr Raffles</i> | <i>All</i> |
| <i>Revise the lecture notes on types of requirements in preparation for requirements analysis next week</i> | <i>All</i> |
| <i>Express interests, skills and preferences of which tasks to work on</i> (Update 23/02/18: Zach has messaged on the group chat about this) | <i>Zach, Sean</i> |

Next Meeting:

Monday 26th February 4pm or Thursday / Friday

Additional Comments:

Any important observations that need to be noted.

- Decided on a democratic decentralized structure with a Project Manager (Karen) for tracking progress, organizing meetings and taking minutes.
- We have divided the project into 6 main areas/tasks:
 - Documentation (Project plan, risk assessment etc.)
 - Requirements Analysis (everyone will take part in this)
 - Design (modelling, diagrams, algorithms)
 - Coding & Game Player Agent Implementation
 - GUI Design & Implementation
 - Testing (Unit & System)
- Kristian, Pim and Karen have expressed their interests, skills and preferences of which area of the project we'd like to take responsibility for
- Preliminary work allocations:
 - Kristian – Design/Coding
 - Pim – Documentation/Design/GUI
 - Karen – Documentation/Testing/Project Management
- Started the project plan for the next 11 weeks