CSCI 222 – Group B4 Meeting 1

Name of Organization : CSCI222 - Group B4

Purpose of Meeting : Refresh the concept of the project (a continuation of previous assignment), Redefine roles for each member

Date and Time : 1 Feb 2016, 13:30

Chairperson : Nguyen Duc Anh

Members Present : Ardyanto, Wu Chin Hwa, William Wunady

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| Agenda/Topic | Discussion | Action | Person(s) Responsible |
| Assignment Briefing | Refresh the group towards the concept of the project and review the last assignment. | Gave a clear idea of what the project is about. | Nguyen |
| Redefining of Roles | Discussed what each member should do based on what they have done before and which of the new requirements suit them. | Assign members to their respective roles. | Nguyen, Ardy, Wu Chin Hwa, William |
| Re-establishing of tools to use for online communications | Reviewed the tools we used before and whether we were satisfied with them. If yes, we use them again for this project. | Decided to retain using TortoiseSVN and FB chat. | Nguyen, Ardy, Wu Chin Hwa, William |
| Reviewing contents of previous assignment | Discussed the shortcomings faced in the previous assignment and edit them to make it better. | Editing some of the contents in prev. assignment to make them better. | Nguyen, Ardy, Wu Chin Hwa, William |
| Reviewing contents to put for current assignment | Discussed about the new contents required for the current assignment and see what we need to do. | Identified need to make sequence and deployment diagrams, coding the assignment. | Nguyen, Ardy, Wu Chin Hwa, William |
| Establishing the coding language to use. | Choosing between C++ or Java to use for coding as per the assignment’s requirements. | Decided to use C++ as coding language. | Nguyen, Ardy, Wu Chin Hwa, William |
| Journals | Everyone agreed to compile their journals together into the group Journal whenever they had done any work on the project. | Update Journal. | Nguyen, Ardy, Wu Chin Hwa, William |
| Documentation | Talked about all the documentation we currently have and what still needs to be done or expanded on. | Work on documentation. | Ardy, William |

Documents/Deliverables :

* Journal and documentation of this meeting to bring for the next meeting.

Closing Time : 15:30