CSCI 222 – Group B4 Meeting 1

Name of Organization : CSCI222 - Group B4

Purpose of Meeting : Defining roles of each member. Establishing tools, base and ideology to work the project with

Date and Time : 16 Jan 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 | Discussed the details of the assignment, give an outline of the project and what we should do. | Gave a clear idea of what the project is about. | Nguyen |
| Defining of Roles | Discussed what each member should do based on their strengths and preferences. | Assign members to their respective roles. | Nguyen, Ardy, Wu Chin Hwa, William |
| Establishing which tools to use for online communications | Discussed which programs we should use to link between ourselves online, one to link files, one for communication. | Decided to use TortoiseSVN to link files and Facebook chat for online communications | Nguyen, Ardy, Wu Chin Hwa, William |
| Establishing the actors and classes of the project | Discussed who are the actors and objects of the project, use cases of each actors and discussed non-actor classes briefly as well. | Established 3 use case actors for the project and their use cases | Nguyen, Ardy, Wu Chin Hwa |
| Establishing priorities of project | Discussed which parts of the project we should focus on first. | Decided to focus to finishing up all actors’ use cases first, then followed by other objects. | 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