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| ***Meeting Minutes*** | |
| Meeting objectives: | -Discuss skills audit  -Decide on what tasks  -Come up with project proposal and deadlines |
| Meeting Date: | 14th February 2019 |
| Meeting Time: | 10am-12pm |
| Meeting location: | CIS 003 |
| Minutes issued by: | Arlana Keen |

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| Attendees: | Signatures: |
| Arlana Keen |  |
| Oliver Howe |  |
| Lewis Jackson |  |
| Brandon Henderson |  |

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| Next Steps: | Owner: | Due date: |
| Arlana Keen | Edit meeting minutes and create code of conduct. | 21st February 2019 |
| Oliver Howe | Start class diagram | Version 1 by 21st February 2019 |
| Lewis Jackson | Start use case Diagrams | Version 1 by 21st February 2019 |
| Brandon Henderson | Start looking at examples of testing. | Undecided |

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| Discussion: |
| We discussed and went through the Project specification and looked at the completed skills audits to see who would be bets for each mission. We then decided who was doing what mission and which missions we would complete as a group. This was all decided based on the skills audit.  We then made the project proposal and discussed briefly the code of conduct which Arlana will advance later on.  We then looked at deadlines for each task and discussed a real time frame which everyone agreed to so that we could start the project. |

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| Decisions made: |
| The decisions made were:   * Missions for each person and group missions * Project proposal * Basic code of conduct and general guidelines * Time frame for each task |