Meeting Minutes: Group 29

**Meeting Type:** Initial meeting – Introductions and First Thoughts

**Meeting Date:** 07-02-2017

**Meeting Start Time:** 14:00

**Meeting End Time:** 14:30

**Attendance:**

*Chalmers, Jamie*

*Galal, Hedy Y*

*Grewal, Ankur*

**Absence:**

*Harris-Browning, Levi – Absence was expected, contact has not yet been made with this team member.*

**Progress:**

*First contact has been made between team. All members have seen project brief.*

**Actions:**

*All: Thoroughly read brief, ensure all aspects are understood to a reasonable level.*

*Jamie: Consider software requirements, create use case diagrams and, if it makes sense at this stage, entity-relationship and class diagrams.*

*Hedy: Create draft of logo and possibly consider UI design ideas.*

*Ankur: Create initial draft of project plan, including time estimates, etc.*

**Next Meeting:** Not specified, will be discussed informally.

**Additional Comments:**

*This meeting was primarily to introduce ourselves to each other, start thinking about what approach we want to take to the project, including roles within the group. As we have not met every member of the team yet, we did not commit to anything, but have started to identify roles such as Project Manager, Analyst, and Technical Lead. We discussed which tools and platforms we would use.*