Minutes of the first meeting

Date: 11th March

Time:21:30

Venue: Zoom

Attending: Keith, Steven, Anyia

Recorder: Keith

Agenda:

1. Setting up the team repository

2. Team formation form

3. Task allocation

4. UML diagram and attributes tables

Meeting Content:

1.Setting up the team repository

* 1. The team repository was set by us together in the meeting as according of the specification.
  2. Keith invited the TAs to join the repository.
  3. Anyia and Steven created the branches.

1. Problem for accessing the branches by Anyia and Steven
   1. Anyia and Steven could not access the branches after creating the branches.
   2. The problem is solved after Keith change the setting of the repository.
2. Team formation form
   1. Keith will become the team leader.
   2. The allocated task:

|  |  |
| --- | --- |
| Group member | The task allocated |
| Anyia | Function A |
| Steven | Function B |
| Keith | Function C |

* 1. The team formation form was completed in the meeting and added in the readme.md file

1. Problem of adding the form into the readme.md file
   1. The team formation form can not be added directly in form of excel file.
   2. The problem is solved by writing the form by html code.
2. The UML diagram and attributes table
   1. The diagram and attributes table will be done in the next meeting.
   2. Everyone need to read the specification and think about it before the next meeting.
3. The meeting adjournment and the next meeting
   1. The meeting was adjourned at 23:00 and the next meeting will be held at the 14th March after the end of the COMP3111 lecture.
   2. Steven booked the room 353 in the library for the next meeting.