­CSCI222 - Meeting Minutes

**Monday 16 March – Meeting 1**

* Decide on versioning system (Github)
* Roles decided
  + Me – Report writing/Manager
  + Jason – Main Testing
  + Michael – Main Programmer
  + Stephen – Testing/Code
* Some question preparation

Tasks to completed before next lab (Wednesday 18, First client interview)

* Become familiar with an existing flight booking system
* Prepare initial questions for clients based on data and use of existing system

Wednesday 18 March – First Client Interview

Deliverable = Initial requirements questionnaire document

**Monday 23 March – Meeting 2**

* Talked about system requirement questionnaire
* Mocked up scenarios
* Added additional questions to questionnaire based on questions that had arisen from scenario work

Tasks for to complete before Wednesday lab (March 25)

* review questionnaire and add any additional questions
* review scenarios and add any additional scenarios

Wednesday 25 March – Client interview

Interview Daniel with new questions and scenarios (Micheal, Matt)

Deliverable = Updated scenarios and requirements questionnaire

**Monday 30 March – Meeting 3**

* General discussion about current state of requirements
* Some early design discussion regarding interface, language and database
* Discussion regarding job allocation for this week
* Urgent action items discussed and decided

Tasks to complete

* **Urgent** Begin creating use cases for existing scenarios (Michael)
* **Urgent** Begin initial domain model (Michael)
* Begin SRS(Matt, Steven)
  + Begin writing functional requirements (Matt)
  + Create functional/non-functional req template for SRS (Steven)
* Write business analysis (Michael, Matt)
  + Business case (Michael)
  + Plans for entire project (Matt)
  + Risks (Michael)

**Friday 9 April – Meeting 4**

* Reviewed use cases and domain model
* Discussed current state of project
* Discussed some design regarding database
* Identified additional questions for client
* Additional risks identified

Tasks to complete

* Use case descriptions (Michael)
* Business Case including system request (Matt)
* SRS functional requirements (Matt)
* Risks (Michael)

**Monday 13 April – Meeting 5**

* Discussed java code packages
* Discussed current status of project
* Discussed urgent action items
* Discussed implementation of system

Tasks to complete

* **Urgent** Finish Use-Cases (Michael)
* **Urgent** Finish SRS (Matt)
* Begin prototyping (Jason)
* Begin compilation of report (Matt)