Travel Itenary management
Meeting Minutes

Team Number: 1 **Recorded By**: Tejaswini Devappa

Meeting Location: G31 Atkins **Meeting Date:** 09/11/2014

Meeting Start Time: 14:00 **Meeting End Time:** 17:00

Members present:

1. Madhukar Ganesh Chatra

2. Rakshit Rathi

3. Tejaswini Devappa

4. Prapull Prashanth Marrupedhi

5. Neha Gupta

Members absent:

1. _____

2. _____

3. _____

Action Items completed since last meeting

Action Item	Assigned To
Requirement analysis	Team 1
Specification of different modules in the project	Team 1
Functional and non functional requirements	Team 1

Impediments

1. _____

2. _____

3. _____

4. _____

5. _____

Agenda

1. Functional and Non functional requirements
   a. Completely listed and categorized both functional and non functional requirements that team members encountered in the modules.

2. Requirements Analysis
   a. Team members discussed and presented a use case realization. Analysis for each use case in the form of the diagram with a supporting narrative.

3. Improvise Project proposal and plan
   a Discussed among team members and made necessary changes to the project proposal and plan with the help of comments received in the first assessment.

Decision Made

1. Categorised all functional and non functional requirements

2. Analysed the use case diagram and distributed each use cases among every team member individualy.

3. Discussed the description , pre conditions, post conditions for every use case and distributed the work among the team.

4. Team members improvised the project proposal and plan and made changes with the help of the comments given in the first assessment.

Post Meeting Action Items

Action Item	Assigned To	Deadline
Functional and non functional requirements	Team 1	09/17/2014
Use cases for each module	Team 1	09/17/2014

Use case description, pre conditions and post conditions	Team 1	09/17/2014
Improvised project proposal and plan	Team 1	09/17/2014

Next Meeting

Location: Atkins Library

Date: 09/18/2014

Start Time: 14:00

List of Agenda:

1. Structural analysis
2. Behavioral analysis
3. Analysis packages
4. Use-case storyboards
5. Prototype user interfaces
6. Project status