

Meeting Minutes: Group 6

Meeting Type:

Weekly review

Meeting Date:

21/02/18

Meeting Start Time:

12:10

Meeting End Time:

12:35

Attendance:

Atiqul Islam
Matt Mead
Ollie Bland

Absence:

Adam Mousa
Robert Levy

Progress:

- Risk assessment in progress
- PERT Chart in progress
- Planning phase with several tasks in progress
- Requirements document has been started

Jobs:

- Robbie:
 - To finish the risk assessment documentation by Monday 26th February.
- Ollie & Matt:
 - To finish putting together the PERT Chart by Monday 26th February.
- Atiqul & Matt:
 - To be able to make decent progress on the Requirements documentation.

- Adam:
 - Research the JavaFX
- Everyone:
 - Add to the list about the ambiguity of the user Requirements.

Discussion:

- PERT Chart
 - To extend the PERT chart so that the tasks at hand do not all have a linear dependency.
 - Try to break down task within the PERT chart so that it shows all dependencies of each task.
 - Word document for PERT chart can be formatted so that it can show the further break down and make it more readable.
 - Should be finished by Monday 26th
- Risk assessment:
 - Should analyse all possible risks that could occur during project.
 - Should be finished by Monday 26th February.
- Testing:
 - Each block of code should be tested as it is created. This is to prevent unforeseen errors.
 - Same with documentation of code
- Requirements documentation:
 - Should vs Shall:
 - Distinguish what is mandatory to be in the game and what is desirable to be in the game.
 - Functional requirements:
 - To state how the system should operate.
 - To state how the system would react to inputs and outputs.
 - To state how the system would behave in certain situations.
 - Statements should be SMART:
 - Specific
 - Measurable
 - Achievable
 - Realistic
 - Timely
 - Non-functional requirements:
 - Should state:
 - Nature of tools
 - Language
 - Standards
 - Reliability
 - Timing
 - Response time
 - Etc.
 - These requirements can also link to functional requirements.

- Domain Requirements:
 - To figure out the domain requirements from the client specification and then to be able to translate it to functional requirements.

Next Meeting:

12:00 Monday

12:00 Wednesday