Meeting Minutes: Group Unknown

**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