Meeting Minutes: 6

**Meeting Type:**

Weekly review

**Meeting Date:**

28/02/18

**Meeting Start Time:**

12:06

**Meeting End Time:**

12:50

**Attendance:**

Atiqul Islam

Matt Mead

Ollie Bland

Robert Levy

Adam Moussa

**Absence:**

**Progress:**

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

**Jobs:**

* Ollie & Robbie:
  + To look at risk assessment and ensure its finalised.
* Atiqul & Matt:
  + To finish Requirements.
* Adam:
  + Start prototyping some code.

**Discussion:**

* Requirements document:
  + The documentation for the requirements should ideally be finished before the next meeting.
  + Matt and Atiqul to finish up on the functional requirements of all the game rules and any other details that are within the specification.
  + Atiqul to put together non-functional requirements and add it on the requirements documentation.
* PERT Chart:
  + Second version of the PERT Chart has been uploaded.
  + To discuss whether anything needs to be added in and whether the time scales seem reasonably achievable.
* A list has been formulated on the ambiguity of the specification and is ready to send to Mr Raffles.
* Translation of xml spreadsheet:
  + We have done this so that the data would be more readable and easily translatable to code.
* Integration of GitHub with NetBeans:
  + Discussed the setup process of getting GitHub to work on NetBeans and get everyone familiar with it.
* Using GitHub Desktop:
  + Discussed how to operate GitHub desktop and get everyone familiar with it.

**Next Meeting:**

12:00 Monday

12:00 Wednesday