Date	16/08/2021	Team	Team 4
Module	Secure Software Development	Meeting Number	1

Attendance		
Taylor Edgell	Andrey Smirnov	Michael Justus

Agenda
Introductions
Decide Domain
Roles
Role Assignment
General Discussion

Minutes	
Item	Comment
Introductions	General welcome of each member.
	Talk about previous work and expectations of the course so far
Decide Domain	Initial talk of the three different domains
	Michael mentioned his preference would not be Hadron Collider, as it would be difficult to define deliverable, and may not be as interesting
	Andrey, as he is based in the Netherlands, mentioned that his preference would be to not do the Dutch police force, but is open if that what we wanted to do.
	Taylor mentioned he would prefer to do one that may seem different that other groups
	Joint decision made to go was ISS
	Discussion of different potential sections of the document such as UML
Roles	Discussion around the various roles
	Taylor mentioned that roles will be flexible as the team is small and we all want to contribute.
	Andrey mentioned the importance of a Project lead
	Was mentioned that a singular project lead may be difficult with such a small team and that they may not have many responsibilities
	Michael mentioned the importance of two form of quality assurance; One to review the code and one to review the document
	Taylor Suggested hybrid roles for each task
	Roles for part 1 were decided as; Project lead / Document Compiler, Document quality assurance, and Systems Architect
	Roles for part 2 were decided as; Project lead / Document Compiler, Quality assurance (Code) / Reviewer, and Lead Developer
Roles Assignment	Roles for the part 2 were decided first
	After discussion the roles were assigned as followed
	Part 1
	- Project lead / Document Compiler - Michael
	- Document quality assurance - Andrey

	- Systems Architect - Taylor
	Part 2
	- Project lead / Document Compiler - Taylor
	- Quality assurance (Code) / Reviewer - Michael
	- Lead Developer - Andrey
General Discussion	Discussion on platforms that would be used for communications
	Decided Slack would be used for updates and general communication
	Decided that Zoom would be used for meetings
	Taylor mentioned we could use a cloud sharing software (e.g google drive) to keep a record of documents.
	Michael mentioned that it may be easier to send the documents via email/slack as we are a small team
	It would be agreed that initially we would send documents via email/slack
	Andrey mentioned using project management software such as Trello
	It was decided that the project management software would be used at the discretion of the project lead of each task.
	Michael asked if it would be easier for Andrey to move meetings to 17.00 (BST).
	Andrey agreed that was his preference.
	An agreement was made for meetings to take place at 17.00 (BST)
	It was decided next meeting would be agreed in Slack