# Checkpoint Meeting Minutes

## Group Identifier:

|  |
| --- |
| 16 |

## Date of Meeting:

|  |  |  |
| --- | --- | --- |
| 20 | 01 | 2017 |

## Attendance Register:

|  |  |
| --- | --- |
| **Name** | **Present** |
| Jonathan | X |
| Emmanuel | X |
| Xin | X |
| Mohammed | X |
| Michelle | X |
|  |  |

If present mark with (X), approved absence (A), otherwise leave blank

## Progress review of last week

|  |  |  |
| --- | --- | --- |
| **Name** | **Task Description** | **Task Status** |
| Jonathan | Read the requirements documents | C |
| Jonathan | Cloned the repository | C |
| Jonathan |  |  |
| Emmanuel | Read the requirements documents | C |
| Emmanuel | Cloned the repository | C |
| Emmanuel |  |  |
| Xin | Read the requirements documents | C |
| Xin | Cloned the repository | C |
| Xin |  |  |
| Mohammed | Read the requirements documents | C |
| Mohammed | Initialised Repository and set up Master branch | C |
| Mohammed | Cloned the repository | C |
| Michelle | Read the requirements documents | C |
| Michelle | Cloned the repository | C |
| Michelle |  |  |
| Person 6 |  |  |
| Person 6 |  |  |
| Person 6 |  |  |

Max three rows per group member. Task status: (C) completed (O) ongoing (X) no report

## Plan for next week

|  |  |  |
| --- | --- | --- |
| **Name** | **Task Description** | **Task Status** |
| Jonathan | Start working on Authentication module | O |
| Jonathan | Work on Class diagram of Diagnosis and Repairs Module | O |
| Jonathan | Merge the module diagrams into one | O |
| Emmanuel | Start working on Authentication module | O |
| Emmanuel | Work on class diagram of Parts Record module | O |
| Emmanuel | Merge the module diagrams into one | O |
| Xin | Start working on Authentication module | O |
| Xin | Work on class diagram of Specialist Repairs module | O |
| Xin | Merge the module diagrams into one | O |
| Mohammed | Start working on Authentication module | O |
| Mohammed | Work on class diagram of Customer Account module | O |
| Mohammed | Merge the module diagrams into one | O |
| Michelle | Start working on Authentication module | O |
| Michelle | Work on class diagram of Vehicle records module | O |
| Michelle | Merge the module diagrams into one | O |
| Person 6 |  |  |
| Person 6 |  |  |
| Person 6 |  |  |

Max three rows per group member. Task status: (N) new (O) ongoing (X) no report

## Other Issues and Risks

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