**Weekly Minutes Guidelines**

**Appendix A: Project Planning and Management**

**Contents:**

* **29/09/2021:** The team decided to do a vote regarding the game theme creation and scope and timeline production has commenced.
* **06/10/2021:** The game theme is decided, merge top 2 game themes, connect to Gitlab, import repository to eclipse and tasks created for timeline.
* **13/10/2021:** Each of the team member has been allocated to a task to an internal partner, Gantt chart produced, Linear responsibility chart produced, Gitlab repository imported, flow chart, game description has started.
* **20/10/2021:** The use case diagram has been started, flow chart, game description, Gantt chart production updated and quality check plan created.

**Appendix B: System Analysis**

**Contents:**

* **03/11/2021:** The team decided to review use case diagram, flow chart, game description. And Gantt chart, quality check plan, weekly minutes, arrange meeting for next week, class diagram and sequence diagram has started, write classes and method description.
* **10/11/2021:** Finalization of use case diagram, flow chart, game description.

Updates for Gantt chart, Quality Check Plan, Weekly Minutes, class diagram and sequence diagram.

* **17/11/2021:** Finalization of class diagram and sequence diagram.

Updates for Gantt chart, Quality Check Plan, Weekly Minutes and declaration of java classes and methods.

* **24/11/2021:** Updates for Gantt chart, Quality Check Plan, Weekly Minutes.
* **29/11/2021:** The recording of interim video demo briefing the team members the mechanics of the java prototype game code.