**Week 4 Meeting Minutes**

**Date:** 14 October 2025  
**Attendees:** Max, Nick, Josh

**Agenda**

1. Review and cross-check each member’s quality requirements document for their subsystem (Task 2).
2. Finalise and upload all Task 2 deliverables to the group GitHub repository.
3. Discuss Task 3A – Development of the Use Case Model for each subsystem.
4. Review how to construct a Use Case Diagram using the Papyrus tool.
5. Begin initial discussion for Task 3B – Creating an Activity Model for one selected use case.
6. Identify data dependencies between subsystems and determine which subsystem provides or consumes specific data.

**Minutes of Meeting**

The group began by reviewing the completed work for **Task 2: Analysis and Specification of Quality Requirements**. Each member presented their subsystem’s document outlining the quality attributes—security, performance, reliability, and scalability—for one selected functional requirement. Minor formatting and consistency issues were identified and corrected during the session. All finalised Task 2 documents were confirmed for upload to the GitHub repository.

The group then revisited the **Week 3 notes** and refreshed their understanding of **Use Case modelling principles**, including actor identification, system boundaries, and use case relationships. A brief walkthrough of **Papyrus UML software** was conducted to ensure all members could create and export UML diagrams correctly. Nick demonstrated the initial structure of the **USU Student App Use Case Diagram**, which will serve as a template for consistency across subsystems.

In preparation for **Task 3A**, the team agreed that each member would independently draft the **Use Case Model** for their assigned subsystem before the next meeting. Additionally, the group discussed the expectations for **Task 3B**, where each student must construct an **Activity Diagram** for one selected use case from their subsystem. Finally, data flow and dependencies between subsystems were discussed, focusing on which data should originate from user input and which should be fetched from system databases or shared subsystems.

Overall, progress is on track, and all members are clear on upcoming deliverables and responsibilities.

**Agenda for Week 5 Meeting**

1. Cross-check and review each member’s **Use Case Model (Task 3A)**.
2. Provide peer feedback and make necessary adjustments for consistency across subsystems.
3. Begin **Task 3B** – Constructing the **Activity Model** for one selected use case.
4. Discuss integration points between subsystems and how data flows between them.
5. Prepare all updated UML diagrams for upload to the GitHub repository.
6. Plan for documentation refinement ahead of Task 4 deliverables.