SECURE SOFTWARE DEVELOPMENT (SSDCS_PCOM7E)
TEAM: BUILDER

Minutes of Meeting

Objectives of the Meeting: Discussion about Unit 3 Team Activity and Assignment 1

Day/Date: Friday 26 November 2021, 9.00 Somalia/10.00 Mauritius/13.00 Vietnam.

Members Present: Thien Liu, Neelam Pirbhai-Jetha

Member Absent: Lukman Mohamed**

Agenda/Main Item	Discussion, Decision or Action	Who? (Who should take action?)	When? (deadline to submit)
Unit 3: Team Discussion	Neelam sent her answers to the Unit 3 Team Discussion on Google Drive.	Thien and Lukman can make amendments directly in the shared document	Monday 29 November 2021
Discussion on the first assignment – Design Document	Thien has shared a first draft of the system document on Google Drive. Neelam has started working on the activity diagram. To work on the other UML diagrams, and make amendments to the shared document. To confirm with Lukman what he will do (by WhatsApp).	Neelam Lukman	Friday 3 December 2021

Next Meeting: Friday 3 December 2021 9.30 Somalia/10.30 Mauritius/13.30 Vietnam

**There was a time difference misunderstanding – Lukman re-contacted us on WhatsApp and a summary of the morning's discussion was given.

This Minutes of meeting has been:
drafted by: Neelam Pirbhai-Jetha
vetted by: Thien Liu and Lukman Mohamed