

Meeting: 19th February 2018

Meeting Type: Weekly Meeting

Team: Team 

Meeting Start Time: 10:10am

Meeting End Time: 11:05am

Attendance

- Pete: Yes
- Sam: Yes
- Liam: Yes
- Guy: Yes
- Elliot: Yes

Agenda

- [1 min] Check meeting attendance and acknowledge absences.
- [10 mins] Check progress since last meeting, mark which tasks are complete and which are still outstanding (and reasons for their delay).
- [15 mins] Discuss and review **risk management plan**.
- [15 mins] Discuss and review **requirements analysis**.
- [15 mins] Discuss and review **gantt/PERT chart**.
- [5 mins] Assign actions to be completed for next meeting.
- [2 mins] Set a date and venue for the next meeting, acknowledge potential absences for the coming week.
- [N/A] Additional comments

Progress

General

- We will be meeting on Tuesday 13th February to play Monopoly and get a better idea of our requirements. ✓
- To complete planning elements for next meeting ✓

Pete

- Create Gantt ✓ / PERT chart ✗

Sam

- Create Gantt ✓ / PERT chart ✗

Liam

- Create requirements analysis ✓

Guy

- Create requirements analysis ✓

Elliot

- Write up minutes ✓
- Create risk assessment ✗
 - Just a few last bits to clarify (require some help)

Notes

- We discuss the progress since the last meeting.
- **Pete** and **Sam** let us know that they've held off on creating the PERT chart until we know the task breakdown.
- We decided to hold off on compiling the project plan until later. We decide to leave the class and testing elements on the project plan to be added retrospectively as they will depend on elements of the design tasks. We will approach this in an "agile" way.
- All other tasks were completed.
- We then run through the risk management plan created by **Elliot**.
- **Pete** mentions the need to add redundancy plans to the **risk management plan** - what will happen should the risk come to pass.
- A few other small amendments are suggested for the plan.
- **Guy** then briefly runs through the **requirements analysis**.
- We agree that **Liam** should email the client with our requests for clarification.
- We agree that **everyone** should read through the requirements and offer feedback.
- **Sam** and **Pete** show us the gantt chart. We briefly discuss the various tasks and acknowledge that the PERT chart is still outstanding.
- We then split up the tasks from the design stage and distribute them among ourselves.

Actions

General

- Read the requirements analysis and offer feedback.

Pete

- Create UML diagrams.
- Create sequence diagrams.

Sam

- Create graphic designs.
- Create PERT chart.
- Make the gantt chart scale linear.
- Create unit testing task for front and back end within the development stage in the gantt chart.

Liam

- Create use case diagrams.
- Email the client with requests for clarification.

Guy

- Create flow chart diagrams.

Elliot

- Create wireframes.
- Create UML diagrams.
- Create sequence diagrams.

Next meeting

The next meeting will be on: 27th February at Future Technologies Lab