| **Meeting Date** |  |
| --- | --- |
| **Time** | 12/10/24 14:00 |
| **Location/Platform** | Zoom |

**Weekly Team Meeting**

* **Agenda (Before Meeting)**

| **#** | **Agenda Items** |
| --- | --- |
| **1.** | Discuss quality requirements   * Security and privacy * Performance * Reliability * Scalability |
| **2.** | Set Tasks for UML modelling   * Use-case diagrams * Activity Diagrams |
| **3.** | Review Last week’s actions |
| **4.** |  |
| **5.** |  |

* **Attendance**

| **Name** | **Role** | **Present/Absent** |
| --- | --- | --- |
| Ross Holme | Cloud-Tables Operations Lead | Present |
| Mark Ikahu | Cloud-Tables Manager Lead | Present |
| Richard Boyle | Cloud-Tables Customer Lead | Present |
| Manraj Singh | Cloud-Tables Service Lead | Present |

* **Meeting Minutes**

| **#** | **Discussion Points** | **Follow-up Action** |
| --- | --- | --- |
| **1.** | **Quality Requirements Discussion**: Discussed specific quality attributes relevant to each subsystem. | Complete and upload quality requirements documentation. |
| **2.** | **Documentation**: Each member agreed to document the quality attributes by next week. | Begin drafting individual Use Case Models. |
| **3.** | **Meeting Schedule**: Next week on Saturday at 14:00. |  |
| **4.** |  |  |
| **5.** |  |  |

* **Progress Update**

| **#** | **Task** | **Progress (%)** |
| --- | --- | --- |
| **1.** | **Come up with system quality requirements** | **50%** |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |