| **Meeting Date** |  |
| --- | --- |
| **Time** | 19/10/24 14:00 |
| **Location/Platform** | Zoom |

**Weekly Team Meeting**

* **Agenda (Before Meeting)**

| **#** | **Agenda Items** |
| --- | --- |
| **1.** | Review Progress on Quality Requirements Documentation |
| **2.** | Present Initial Use Case Models |
| **3.** | Feedback on Use Case Models |
| **4.** | Plan for Activity Diagrams |
| **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.** | **Use Case Models**: Each member presented their initial use case models. | Revise and finalize use case models. |
| **2.** | **Feedback**: Minor revisions suggested to align use cases for system consistency. | Create and document activity diagrams for a key use case in each subsystem. |
| **3.** | **Meeting Schedule**: Next week on Saturday at 14:00. |  |
| **4.** |  |  |
| **5.** |  |  |

* **Progress Update**

| **#** | **Task** | **Progress (%)** |
| --- | --- | --- |
| **1.** | **Come up with system quality requirements** | **90%** |
| **2.** | **Use case diagrams** | **80%** |
| **3.** |  |  |
| **4.** |  |  |