| **Meeting Date** |  |
| --- | --- |
| **Time** | 26/10/24 14:00 |
| **Location/Platform** | Zoom |

**Weekly Team Meeting**

* **Agenda (Before Meeting)**

| **#** | **Agenda Items** |
| --- | --- |
| **1.** | Review and Approve Final Use Case Models |
| **2.** | Present Initial Activity Diagrams |
| **3.** | Discuss Microservices and Architectural Planning |
| **4.** | Set Tasks for Architectural 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.** | **Activity Diagrams**: Each member shared diagrams, with minor feedback provided. | Revise and finalize activity diagrams |
| **2.** | **Architectural Planning**: Discussed the microservices needed for each subsystem and how they will interact. | -Complete architectural designs for subsystems.  -Draft microservices and their interactions for the overall system architecture. |
| **3.** | **Meeting Schedule**: Next week on Saturday at 14:00. |  |
| **4.** |  |  |
| **5.** |  |  |

* **Progress Update**

| **#** | **Task** | **Progress (%)** |
| --- | --- | --- |
| **1.** | **Come up with system quality requirements** | **100%** |
| **2.** | **Use case diagrams** | **100%** |
| **3.** | **Activity Diagrams** | **80%** |
| **4.** |  |  |