# **MEETING MINUTES – Design Project B Team 12**

| **Date of Meeting:** <17/03/2017> | **Location:** 1pm; Arts G05 **Chair: Steven Bardzovski** |
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| **Minutes Prepared By:** | Mark Mazzoni |
| 1. Purpose of Meeting | |
| Group meeting to finish requirements analysis “requirements” section summary | |

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| 2. Attendance at Meeting | | | |
| Name | Department / Division | E-mail |
| Jessica Armstrong |  | [21149475@student.uwa.edu.au](mailto:21149475@student.uwa.edu.au) |
| Steven Bardzovski |  | [21121998@student.uwa.edu.au](mailto:21121998@student.uwa.edu.au) |
| Xiaobin Lin |  | [21566849@student.uwa.edu.au](mailto:21566849@student.uwa.edu.au) |
| Mark Mazzoni |  | [105511491@student.uwa.edu.au](mailto:105511491@student.uwa.edu.au) |
| Shaochen Wang |  | [21663809@student.uwa.edu.au](mailto:21663809@student.uwa.edu.au) |
| Jie Zhang |  | [21231118@student.uwa.edu.au](mailto:21231118@student.uwa.edu.au) |

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| 3. Meeting Agenda |
| **1. Use whiteboards to analyse key tasks**   * Summary lists from requirements analysis marking key * Current state of information and information still required |
| **2. Perform analysis of requirements together as a team**   * What is included in each requirement? * Why is it a requirement? * Why have we assigned the priority we have? * How will we test that we have satisfied this requirement? |
| **3. Task assignment**   * Which team member will write which sections of the requirements analysis, make sure work load is balanced now that information has changed slightly, who will flesh out each requirement? |
| 4. Meeting Notes, Decisions, Issues |
| * Just working through the information on the whiteboards * Completed this^ and assigned tasks |

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| 5. Action Items | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Drafts of requirements analysis complete | All | Tuesday 21/3 | In progress |
| Requirements analysis subsection assignments: |  |  |  |
| Literature | All, allocated |  |  |
| Cover page, intro | Steven |  |  |
| Contents, formatting, 10yrs, environmental, time, appendices | Mark |  |  |
| Stakeholders | Jess |  |  |
| Safety, economy, telemetry & communications, maintainability | Xiaobin |  |  |
| 24/7, 90kW, Operate in Newman | Shaochen |  |  |
| Conclusion | Jie |  |  |

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| 6. Next Meeting | | | | | | |
| *Date:* | | *Tuesday 21/03/2017* | *Time:* | *1pm* | *Location:* | *TBA* |
| *Agenda:* | Finalize Requirements Analysis | | | | | |