

# COMP5047 Coursework Team Meeting Minutes

## Meeting Key Information

<b>Date</b>	07 October 2024
<b>Time</b>	12:00 - 13:00
<b>Location</b>	'The Forum', John Henry Brookes Building, Headington Campus, Oxford Brookes University

<b>Name</b>	<b>Present / Truant</b>
Hayden Williams	Present
Timothy Newman	Present
Ryan Pang	Present
Robert Noble	Present

## Contents

<b>Meeting Key Information.....</b>	<b>1</b>
<b>Contents.....</b>	<b>1</b>
<b>Agenda.....</b>	<b>2</b>
<b>Minutes.....</b>	<b>2</b>
AGENDA 1 - Introductions, subsystem allocation.....	2
AGENDA 2 - Review of specification.....	2
AGENDA 3 - Initial Tasks Planning.....	2
<b>Action Items.....</b>	<b>3</b>

# Agenda

1. Team member introductions and subsystems allocation
2. Review of coursework specification
3. Initial task planning

## Minutes

### AGENDA 1 - Introductions, subsystem allocation

- All team members introduced themselves
- Subsystems were allocated based on preference. The decided allocations were:

<b>Student Name:</b>	<b>Subsystem:</b>
<b>Hayden Williams</b>	<b>CloudTables-Service</b>
<b>Timothy Newman</b>	<b>CloudTables-Manager</b>
<b>Ryan Pang</b>	<b>CloudTables-Operation</b>
<b>Robert Noble</b>	<b>CloudTables-Customer</b>

### AGENDA 2 - Review of specification

- The team reviewed the five main tasks outlined in the specification
  - Organisation of the Team and Project Management
  - Analysis and Specify Software Quality Requirements
  - Specification and Modelling of Software Functional Requirements
  - Software Architecture Design
  - Software Detailed Design

### AGENDA 3 - Initial Tasks Planning

- Tim volunteered to set-up the GitHub repository for the project
- Agreed on weekly meetings at this time (see 'Meeting Information')
- Hayden will be responsible for meeting minutes and uploading to the shared GitHub
- Agreed to review the detailed marking scheme before the next meeting
- Outlined breakdown work into small, individual tasks:
  - Task 1 (Project Management): Ongoing throughout the project
  - Task 2 (Quality Requirements)
  - Task 3 (Functional Requirements)
  - Task 4 (Architectural Design)
  - Task 5 (Detailed Design)

## Action Items

- Tim set-up GitHub repository and shared as collaborative editors
- Hayden is in the process of writing these minutes up - if you are reading this, this action task has been completed
- All: review detailed marking scheme
- All: begin work on quality requirements for respective subsystems

***Minutes taken by Hayden***