**Team A3 Meeting – 16 February 2017**

Meeting called to order at 3:30pm by Leader, Timothy Chin.

**Members Present:**

Yu Xuan, Kenneth Yang, Yik Fei, Timothy Chin, Hui En, Marus Chen, Jamal Bin Radwan

**Members Not Present:**

None

**Reading of Agenda:**

Assess progress of project.

Evaluate if any changes need to be made.

Ask everyone to start adding to the report when done.

**Businesses:**

* Motion from Timothy to Checking of members’ current progress:
  + Checking of Activity Workflow Diagram finalized.
  + Checking of Component Diagram finalized.
  + Checking of Class Diagram finalized.
  + Checking of Sequence Diagram finalized.
  + Some Sequence Diagrams progress is still underway.
* Assessment of minutes:

Minutes lasted 3 hours and 45 minutes.

* Agenda for next meeting

There should be no more meetings. Work should be completed and compiled by 20 Feb. If need be, meeting will be called on 20 February to add finishing touches.

Meeting adjourned at 6:45pm.

Meetings submitted by Leader, Timothy Chin