MEETING REPORT #3

Date: 27 October 2004

Time: 15.00- 16.30

Location: Computer Engineering Department

Attendees: All members

Purpose:

- Discuss how an efficient integration of 'individual knowledge of each group member' could be done. Everyone had a deeper knowledge on the topic they researched on, and comparably narrower idea on the other topics.

- See some analysis report examples (every member made an individual research on example reports and took the material they found to the meeting place), see what we need to do mainly.

- Agree on the details of the analysis report contents.

Order of business conducted:

➤ The soft and the hard copies of some analysis reports examined. After examining them, we hold an idea on what we would do up to the deadline of requirement analysis report. Here are the main decisions we have taken:

1. Talk with our assistant about what we need to do in the report, contents of the report.

2. Try to do some more research on the format of the report.

3. Meet once more for talking about the system requirements. But before the meeting every one should decide on the system they set up in their minds. With that meeting, we will also have the chance of integration process I mentioned above.

➤ 2 days later, on Friday, we conducted the meeting we have decided on at the previous meeting. This meeting drives out approximately 5 hours. All the system excluding some minor details was defined in more detail. Here are the main titles we argued on:

1. Users of the system and some use cases examined completely. While talking on these topics we took notes and decided to use them in the analysis report.

2. Also we talked about the "data" we will be storing and using in the system, and list them in detail. Now, we approximately know what we will keep in our database.

3. During the meeting, we didn't forget noting on special terms we used and decided to use for the preparation of the data dictionary.

4. Functionalities of the program were also noted one by one. But, of course they are not completed yet.

5. We also talked about the report whose deadline is 31st of October. Assign the tasks which must be completed before that.

TusubasaSoft

Ahmet KARACA 1250406

Gökçen ALAY   1249887

Hatice YENAL   1250919

Nazmiye ÇINAR 1250166