

MINUTES

MEETING:		
DATE: 31/10/23	TIME: 14:00	DURATION: 1 hr
MINUTES TAKEN BY: Josh Bradley		

ATTENDEES: William Betteridge, Hari Mamman, Jabez Cheung, James Stevenson, Josh Bradley, Zhihao Ma, Luke Warbey
APOLOGIES: Noah Carter, Rob Walker

TITLE: Functional Specification		
DISCUSSION:		
Discussion of Stanford template on the drive Investigated "BookCook" Functional spec		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Section 1.1 / 1.2 / 1.3 Document Purpose / Project Scope	James Stevenson	6/11/23
Section 1.6 Risks and Assumptions	Luke Warbey	6/11/23
Section 2 System Overview	William Betteridge	6/11/23
Section 2.1 Diagrams	Noah Carter, Zhihao Ma	6/11/23
Section 2.2 System Actors	Josh Bradley	6/11/23
Section 2.3.1 and/or 2.3.2 System dependencies / Change impacts	Rob Walker	6/11/23

TITLE: Business Requirements Document		
DISCUSSION:		
Discussed whether or not to have one Maybe a good idea but for later.		