**Meeting Minutes (02/20-02/27)**

Group name:

The iTeam

When and Where

Date: Feb. 21th, 2012

Time: 5:00 – 5:50 PM

Room: CAS237

Role

Primary facilitator: Vladimir Velev

Timekeeper: Quan Pham

Minute Take: Johnathan Reimels

Attending: Vladimir Velev, Quan Pham, Laurene Assayah, Jonathan Reimels

Objective :

1. Discuss technologies to be used.
2. Discuss SRS and possible requirements.

Status:

The team is working on the design and is beginning with the implementation.

Discussion:

The team discussed issues having to do with the SRS. Different sections of the document will be assigned to group members who are most knowledgeable about the particular topic. Every group member is also responsible for the presentation slides that pertain to his/her topic. The SRS draft is currently in progress.

Quan is responsible for updating the schedule in the SPMP, and Vladimir is responsible for updating the rest of the SPMP. These modifications will be in accordance to the SRS.

Wrap up:

The team this week will focus on determining the functional and non-functional requirements, and on completing the SRS document.