Agenda and Minutes-Prototyping 2019-03-04

Version: Refer to the version in the file name

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| --- | --- |
| **Meeting Purpose** | This is the our weekly meeting, held every Monday. |
| **Meeting Objective** | Discussion of prototype and analysis object model. |
| **Date/Time** | Monday, March 4, 2019. 7:00PM-8:45PM |
| **Location & Contact Info.** | Newton Oakes #016 |
| **Leader** | The leader is Matt Williams. |
| **Facilitator** | The facilitator is Evan Myers. |
| **Scribe** | The scribe is Alec Cromer. |
| **Other Information** |  |

**P**: Enter an X in this column, if the individual is present. **Name**: Enter the name of the participant

**Miss So Far**: Enter the number of online/face-to-face sessions the individual has missed since the beginning of the project

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| **Attendees** | **P** | **Missed**  **So Far** | **Name** | **P** | **Missed**  **So Far** | **Name** | **P** | **Missed**  **So Far** | **Name** | **P** | **Missed So Far** | **Name** |
| X | 0 | Darius Fiallo | X | 0 | Alec Cromer | X | 0 | Dakota Nation | X | 0 | Evan Myers |
|  | X | 0 | Brisaac Johnson | X | 0 | Ian Neers | X | 0 | Kevin Mitchell | X | 0 | Matt Williams |

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| **Agenda & Minutes Discussions** | | | | |
| **#** | **Duration** | **Discussion Item** | **Discussion Result** | **Responsible** |
|  | 10 min. | Assign permission list, and checking information about sequence diagram | Dakota is assigned permission list, due by Friday | Leader |
|  | 10 min. | Checking schedule and deadlines | Darius works on GitHub, Mat works on class, Ian/Alec database, Kevin views, Alec pseudocode for filling tables | Leader |
|  | 30 min. | Setting measurable goals for the sprint | Sprint task list, with what needs to be completed in each sprint. Sprint 1 would be 2 weeks and spring 2 would be 1 week | Leader |
|  | 10 min. | Discussion about assignments | Not sure | Everyone |

# Decisions Reached

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| **Decision** | **Date** |
| Dakota is doing the permissions list, github changes, sprint tasks | 03/08/2018 |
| What needs to be completed with each sprint | N/A |

# Action Items

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| --- | --- | --- | --- | --- |
| **AI #** | **Description** | **Assigned to** | **Due Date** | **Status** |
| 001 | See Task List | Group | 04/27/2019 | Ongoing |