Agenda and Minutes-Coding 2019-03-18

Version: Refer to the version in the file name

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| --- | --- |
| **Meeting Purpose** | This is our weekly meeting, held every Monday. |
| **Meeting Objective** | Finishing Code and discussing bugs |
| **Date/Time** | Monday, April 8, 2019. 7:00PM-8:45PM |
| **Location & Contact Info.** | Newton Oakes #016 |
| **Leader** | The leader is Alec Cromer. |
| **Facilitator** | The facilitator is Evan Myers. |
| **Scribe** | The scribe is Matthew Williams |
| **Other Information** | N/A |

**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 | 1 | 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. | Administrative Information discussed | Attendance completed and RIS system prepared for review by the group. | Leader |
|  | 30 min. | Overview and review of the coding completed during sprint 3. | Group is familiarized with the changes made over spring break. | Leader |
|  | 50 min. | Debugged code as a team | Code debugged and team familiarized with current code | Leader |
|  | 15 min. | Roles assigned for the remainder of the project | Individuals understand their roles during the testing and debugging process. | Leader |
|  | 10 min. | Closing remarks. | None | Everyone |

# Decisions Reached

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| --- | --- |
| **Decision** | **Date** |
| Tasked individuals to testing and debugging | 04/12/2019 |
| Decided to present the project on Friday, April 19 | 04/19/2019 |

# Action Items

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