**Old Business (meeting minutes)**

What did each member do to prepare for this meeting?

Alex

* Setup google drive
* Found applicable IEEE templates
* Organized meeting

Anthony

* assisted in scheduling meeting today
* reviewed google drive

Jairo

* Looked at some of the documents

Tony

* Looking up web crawlers
* Researching node.js implementations
* Reusing open source

Alex B

* not present
* No reason given

Joe

* not present
* Due to work

**Meeting Body**

Team agreements

* Meeting frequency
  + At least once a week (virtual)
  + One meeting during class time, in person
* Acceptable behavior
  + Missing meetings
    - One time we will let Anthony know
    - Second time Anthony will go to instructor
* Workload
  + One time missing a due date let Anthony know
  + Second time Anthony will go to instructor
* Act Professional
* Team Roles
  + We will track these as we discover them
  + We will assign roles as the project moves along

Roles we have found so far

* Team Leader
* Requirements Engineer
* Developer
* Database Designer
* Tester

Process Model

* Linear model process model for requirements gathering
* Transitions into Agile for development

Two layer testing

* Internal tester - member who built the program
* External tester - member who did not build the program

First Deliverable

* Quality assurance
* Establish metrics (ethier alliance will give us these, or will will establish)
* Handle quality evaluation internally, possibly send report to Alliance after

**New Business**

For next time, each member work on the deliverable

Anthony

* Contact Alliance for sample files

On site meeting

* Dress professionally
* No athletic clothes
* No flip flops
* We must have the project plan ready (90% done)
* Prioritize topics that pertain to requirements
* Write out requirements on site