**Meeting Introduction**

What is one area of your personality / or work habits / or social habits that you would like to strengthen during these next 8 weeks?

Alex L

* Inspiring my team members
  + and catalyzing our entire group to realize that each of them is a leader
* Diplomatic assertive soft skills
  + Warm, yet firm messages of consistency on what is expected

Anthony S

* Constructive criticism
* Inspiring creativity and
  + Giving direction without control
* Conflict resolution
  + 1 on 1
  + Behind closed doors
  + Unless it’s a group issue

Alex B

* Communicate better with groupme
* Faster responses

Jairo

* Time management

Joe

* Time management
* Learn about languages with coding and implementation

Tony

* Time management
* Conflict clashing
  + Work on conversation skills
  + Head on conflict resolution

**Old Business (meeting minutes)**

Attended:

All

Missed:

\*\* copied from 02/19/2019 virtual meeting\*\*

* Think of the architectural type
* Everyone think of the most relevant, but applicable views
  + Database update
  + Webcrawler activated and searching
* Brainstorm sequence diagrams (if possible)
* Meeting in person 02/22/2019

\*\* end of copied old business

\*\* old business from 02/22/2019 in person meeting\*\*

Last meeting was in Person on UTD Campus

We focused on creating an

\*\* end of old business from in person meeting

**Meeting Body**

I’d like to cover logistical matters smoothly and effectively so we can move onto our tasks individually. Doing housekeeping is required so we operate well together

* Time Tracking
  + Show Effort Distribution
  + Show Time Tracking corroboration mechanisms
    - Posting to version control repository
    - Manual time logs
    - Phone application time logs
    - Desktop software
* Planning before writing code
  + WBS
  + Burndown chart
* Architectural Documentation Workload
  + Pre work
  + Section 1
    - Anthony will work on his section tomorrow
  + Section 4
    - Scheduled
  + Section 5
    - Scheduled
  + Diagrams
* References
  + Add them if we reference other projects architecture
    - Callout what we are using underneath the reference

**New Business**

* Joe out of town early Friday morning
* Grey Areas
  + We can consider all these closer to design
  + Local File Reserve
    - Tony feels grey about this
    - Need to get Jeff to nail down this piece
    - Two options
      * Build real file reserve
      * Or give option for user to just “save file”
        + Puts burden of file management on user
      * “Lite” file management
        + Felix likes this idea (03/01/2019 in person with Felix)
  + Tagging system?
    - Possibly a extra tab on the file
      * User can see the tag visibly
      * Felix likes the idea of showing multiple “tabs” to separate files based on the tags (03/01/2019 in person with Felix)
  + Working with files in real time (working with files offline)?
    - If we edit the file, will it auto sync to the database upon reconnection?
      * Would local changes affect the DB? Such as adding a tag or something
        + We would ideally update the DB with the local changes when possible (03/01/2019 in person with Felix)
  + Are we going about this as if there is only one user?
    - Yes
      * We can assume one user only (03/01/2019 in person with Felix)
    - Is it possible to deal with multiple users without addressing security?
      * No not really, Tony
* Think of ideas on how to reduce team meeting time
  + Not get off topic
    - Let us know ahead of time
    - Joe would like us to focus on the deliverable
    - Anthony is noticing that everyone is not inputting ideas to the architecture
  + Do prep work before meeting
  + Read documentation guidelines before meeting
  + Review deliverable requirements before meeting
  + Other ideas?