**Meeting Introduction**

New meeting format

Task division first

Old Business

Meeting Body second

**Task Division**

Completed task division

Mentioned we need to stay in communication

Let group know if we are going to miss due date

Let group know if the task is a lot of work

**Old Business (meeting minutes)**

Attended:

All

Missed:

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

* 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?

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

**Meeting Body**

**New Business**

* Inspiring all team members to become leaders
  + https://www.inc.com/lolly-daskal/how-to-bring-out-great-leadership-in-anyone.html
* Every team member shall self manage
  + Alex L is adding this to meeting minutes to protect the entire group and for consistency of what is expected.
    - Pay attention to how much efforts your teammates are putting in
    - Pay attention to internal due dates that you commit to
      * We will be using burndown charts so everyone can monitor progress of any piece of the project
    - Pay attention to how much effort you are putting in
      * 100% divided by 6 people = 16.6%
    - From deliverable 4 onward we shall have a more fair distribution of work
* Alex L is the documentation expert
  + He doesn’t mind being the top performer in documentation phase
  + Once we move into development the effort distribution must become more even
  + This is to protect all teammates
  + If you need to know what to work on, ask Anthony and the person you are working most closely to
  + Not knowing what to work on is not an excuse