**CS 341 Software Engineering**

**Project Meeting Summaries**

**Project title:** Event Hosting Site for Aptiv

**Group #:** 2

**Members of the group:** Andrew Krause, Riley Radle, Anthony Musbach, Zach Gephart

**Meeting #:** Total number of meetings

**Meetings start date**: Sep 16, 2021

**Meetings end date:** December XX, 2021

**Location** (optional): Majority of meetings were held at 1426 Vine St. La Crosse, WI

**Members present**: All the members were present so far

**Report writers**: Andrew Krause, Riley Radle

**Key:**

* The most recent meeting is **highlighted in yellow**
* Regular meetings are **highlighted in green**
* Scrum meetings are **highlighted in blue**

**Document Description**

The document contains a summary of the meetings that were conducted throughout the Fall 2021 semester for the CS 341 project. Each meeting is described as either a longer planning session, which lasts about 60 minutes, or a daily Scrum meeting, which lasts about 15 minutes.

**Meetings Summary (Date, Type, Description, Duration)**

**September 16, 2021**

Type: Regular Meeting. Additional information in a separate document.

Description: Initial project planning. Tools and technologies were discussed.

Duration: 70 minutes

**September 23, 2021**

Type: Regular Meeting. Additional information in a separate document.

Description: Project workflow and prototyping model planned out.

Duration: 60 minutes

**September 28, 2021**

Type: Regular Meeting. Additional information in a separate document.

Description: Software setup to track workflow. Project functionalities discussed.

Duration: 75 minutes

**September 30, 2021**

Type: Scrum Meeting.

Description: User stories written out. Requirements for Demo 1 planned out.

Duration: 25 minutes

**October 05, 2021**

Type: Scrum Meeting.

Description: User stories reviewed. Demo 1 discussed and added to user stories.

Duration: 25 minutes

**DATE XX, 2021**

Type:

Description:

Duration:

**We collaborated throughout the process of meeting and planning our project.**

Electronically Signed: Andrew Krause, Riley Radle, Anthony Musbach, Zach Gephart