# **MEETING AGENDA**

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| **Meeting/Project Name:** | Team Wetblock | | |
| **Date of Meeting:** | 4/13/2021 - Thursday | **Time:** | 1:45 PM |
| **Meeting Facilitator:** | Andy Le | **Location:** | Gather Town |

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| 1. Attendees | | | |
| **Name** | **Role** | **E-mail** | **Alt. Contact Info** |
| Andy Le | Worked on Application | hle29@uncc.edu |  |
| Helen Nguyen | Updated Github & Worked on Application | hngyue89@uncc.edu |  |
| Jon Ledbetter | Backlog Updater & Worked on Application | jledbe20@uncc.edu | 334-467-1774 |
| Diana Velazquez Ramos | Note taker and Worked on Application | dvelazq1@uncc.edu | 980-329-5588 |
| Barbara Saboe (E-mailed) | Worked on Application | bsaboe@uncc.edu |  |
| Felipe Orrego | Facilitator/Planning & Worked on on Application | forrego@uncc.edu | 910-429-6331 |

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| 2. Meeting Objective |
| Talk about the creation of the minimal viable product |

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| 3. Meeting Agenda | | |
| **Topic** | **Owner** | **Time** |
| Brief introduction/objective | Andy | 1:30 pm |
| Review Sprint #5 | All | 1:40 pm |
| Sprint #4 Feedback | TA Tia | 1:45 pm |
| Project Progress/Adjustments | Jon and Diana | 1:55 pm |
| Closing Thoughts/Questions/Concern | Andy | 2:10 pm |

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| 4. Action Items | | |
| **Action** | **Owner** | **Due Date** |
| **Homepage** | **Andy & Helen** | **4/18/2021** |
| **About Page** | **Jon** | **4/18/2021** |
| **Contact Form** | **Diana** | **4/18/2021** |
| **Group Status Report** | **Diana** | **4/18/2021** |
| **Sprint/HW Submission** | **Felipe** | **4/18/2021** |
| **Update Backlog** | **Jon** | **4/18/2021** |
| Individual Status Reports | EVERYONE | 4/18/2021 |
| 4. Action Items | | |

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| 5. Next Meeting (if applicable) | | | | | | |
| **Date:** | | 04/22/2021 | **Time:** | 1:45 PM | **Location:** | Gather Town |
| **Objective:** | Prepare for the next sprint! | | | | | |