# **MEETING AGENDA**

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| **Meeting/Project Name:** | Team Wetblock | | |
| **Date of Meeting:** | 03/16/2021 - Tuesday | **Time:** | 2:00 PM |
| **Meeting Facilitator:** | Felipe Orrego | **Location:** | Gather Town |

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| 1. Attendees | | | |
| **Name** | **Role** | **E-mail** | **Alt. Contact Info** |
| Andy Le |  | hle29@uncc.edu |  |
| Helen Nguyen |  | hngyue89@uncc.edu |  |
| Jon Ledbetter |  | jledbe20@uncc.edu |  |
| Diana Velazquez Ramos |  | dvelazq1@uncc.edu |  |
| Barbara Saboe (E-mailed) |  | bsaboe@uncc.edu |  |
| Felipe Orrego | Facilitator/Planning | forrego@uncc.edu | 910-429-6331 |

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| 2. Meeting Objective |
| First sprint discussion, find 4 additional features, create Trello account (AGILE) and create board for the group project that tracks at least four lists (product backlog set up), Watch User Stories video, Create product backlog in trello |

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| 3. Meeting Agenda | | |
| **Topic** | **Owner** | **Time** |
| Brief Introduction/Objective (Meeting Standards) |  |  |
| Action List Delegation |  |  |
| Discussion of Issues/Risks |  |  |
| Project Progress/Adjustments |  |  |
| Closing Thoughts/Questions/Concern |  |  |

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| 4. Action Items | | |
| **Action** | **Owner** | **Due Date** |
| Read Assignment/Watch video | **EVERYONE** | 3/18/2021 |
| Create Trello Accounts | **EVERYONE** | 3/18/2021 |
| HW Submission/Group Status Report | Felipe | 3/21/2021 |
| Individual Status Reports | **EVERYONE** | 3/22/2021 |
| Create backlog boards/Manage User Stories | Jon | 3/18/2021 |
| User Stories (1-3) | Andy | 3/20/2021 |
| User Stories (4-6) | Diana | 3/20/2021 |
| User Stories (7-9) | Barbara | 3/20/2021 |
| User Stories (10-12) | Helen | 3/20/2021 |
| Choose 4 additional features | **EVERYONE** | 3/16/2021 |

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| 5. Next Meeting (if applicable) | | | | | | |
| **Date:** | | 03/18/2020 | **Time:** |  | **Location:** | Gather Town |
| **Objective:** | FOLLOW UP ON ACTION ITEMS AND ASSIGNMENT SUBMISSION | | | | | |