# **MEETING AGENDA**

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| **Meeting/Project Name:** | Team Wetblock | | |
| **Date of Meeting:** | 04/01/2021 | **Time:** | 1:30 PM |
| **Meeting Facilitator:** | Diana | **Location:** | Gather Town |

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| 1. Attendees | | | |
| **Name** | **Role** | **E-mail** | **Alt. Contact Info** |
| Andy Le | Created DFDs | hle29@uncc.edu |  |
| Helen Nguyen | Created DFDs | hngyue89@uncc.edu |  |
| Jon Ledbetter | Backlog Updater | jledbe20@uncc.edu | 334-467-1774 |
| Diana Velazquez Ramos | Facilitator, also made DFDs | dvelazq1@uncc.edu | 980-329-5588 |
| Barbara Saboe (E-mailed) | Created DFDs | bsaboe@uncc.edu |  |
| Felipe Orrego | Facilitator/Planning | forrego@uncc.edu | 910-429-6331 |

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| 2. Meeting Objective |
| Discuss our progress and what we have left to do. |

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| 3. Meeting Agenda | | |
| **Topic** | **Owner** | **Time** |
| Brief introduction/objective | Diana | 1:30 pm |
| Work together on each of our assignments | All | 1:35 pm |
| Review Trello Board | All | 1:50 pm |
| Project Progress/Adjustments | Jon | 2:00 pm |
| Closing Thoughts/Questions/Concern | Felipe | 2:10 pm |

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| 4. Action Items | | |
| **Action** | **Owner** | **Due Date** |
| Individual Status Reports | **EVERYONE** | 4/4/2021 |
| **Group Status Report** | **Diana** | **4/4/2021** |
| **Update Lo-Fi UI Prototypes** | **Diana** | **4/4/2021** |
| **Sprint/HW Submission** | **Felipe** | **4/4/2021** |
| **Update Backlog** | **Jon** | **4/4/2021** |
| **DFD #1, # 2,(we were going to split these further but he wanted to make 2 himself)** | **Andy** | **4/4/2021** |
| **DFD #3** | **Barbara** | **4/4/2021** |
| **DFD #4** | **Diana** | **4/4/2021** |
| **DFD #5** | **Helen** | **4/4/2021** |
| **Models & Associations** | **Jon & Diana** | **4/4/2021** |

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| 5. Next Meeting (if applicable) | | | | | | |
| **Date:** | | 04/01/2021 | **Time:** | 1:30 PM | **Location:** | Gather Town |
| **Objective:** | Prepare for the next sprint! | | | | | |