# **MEETING AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting/Project Name:** | Team Wetblock | | |
| **Date of Meeting:** | 4/8/2021 - Thursday | **Time:** | 1:45 PM |
| **Meeting Facilitator:** | Felipe Orrego | **Location:** | Gather Town |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | Note taker, 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 |

|  |
| --- |
| 2. Meeting Objective |
| Action plan to complete testing. |

|  |  |  |
| --- | --- | --- |
| 3. Meeting Agenda | | |
| **Topic** | **Owner** | **Time** |
| Brief introduction/objective | Felipe Orrego | 1:45 pm |
| Review Trello Board | All | 1:50 pm |
| Project Progress/Adjustments | All | 2:00 pm |
| Closing Thoughts/Questions/Concern | Jon | 2:10 pm |

|  |  |  |
| --- | --- | --- |
| 4. Action Items | | |
| **Action** | **Owner** | **Due Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Group Status Report | Diana | 4/11/2021 |
| Sprint/HW Submission | Felipe | 4/11/2021 |
| Update Backlog | Jon | 4/8/2021 |
| Individual Status Reports | **EVERYONE** | 4/11/2021 |

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