# **MEETING AGENDA**

| **Meeting/Project Name:** | EGR 7020 Systems Engineering and Analysis – Team Project | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 1/22/2016 | **Time:****Location:** | 6.00 PM – 6.30 PM Study Lounge, Russ |

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| **1. Meeting Objective** |
| * Teammates introduction * Project planning to design a new game * Meeting schedules, Project progress tracking |

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| **2. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)** | |
| **Description** | **Prepared by** |
| N/A for first meeting |  |
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| **4. Action Items** | | |  |
| **Action** | **Owner** | **Due Date** | **Status** |
| * Create survey with 10 apt questions to decide customer need and target audience. * Obtain the results from the survey. * Come up with a new game idea. | Vijay | 1/29/2016 | In progress |
| * Minutes of meeting document * Create calendar event for weekly meetings * Come up with a new game idea * Create a github account to manage documents and populate project report * Create instruction document for github for teammates to use | Anusha | 1/25/2016 | In progress |
| * Prepare Gantt chart to track task assignment and project progress * Come up with a new game idea | Fadeel | 1/29/2016 | In progress |
| * Come up with a new game idea | Hongtao | 1/29/2016 | In progress |

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| **5. Next Meeting (if applicable)** | |
| **Objective:** | Complete tasks allotted. If not, set a new deadline for incomplete task. |