**Meeting Minutes**

**January 29, 2016**

Setting up dates

Everyone is signed up with github

Basic Science, General electives faculty will be as is.

Work dates:

Goals and constraints: Ricardo, Liuai, Anna (skype on Tues. Feb 2 after 8pm, in person Wed. Feb 3 at 6pm)

Scoping: Anna, Liuai, Ricardo (Wed Feb 3 at 6pm)

Solution Sketch: Matthew, Francis, Anna, Ramy, Jian (Thurs Feb 4, at 6pm)

Plan: Liuai, Philippe, Clozzy, Sabrina, Francis, Wahab, Jian (see times below)

7.1, 7.2, 7.5 Schedule Liuai, Sabrina, Clozzy (Thursday Feb 4, 9am).

7.3 estimate: 7.6 risk: Wahab, Jian (Friday, Feb 5 4pm)

Prototype: Programmers - Francis, Matthew, Anna, Jian, Liuai (Friday, Feb 5, 12pm)

Input course data: clozzy, philippe (Friday Feb 5, 1pm).

Frontend (angular): sabrina, francis, Liuai, matthew, jian (monday feb 1, 5pm).

Notes for entering bugs in github:

Write the steps to reproduce the bug

Add screenshot

Add url

For Pushing & Pulling **Documents** in github:

1. **Drive**: work on shared documents there
2. **Download**: when your complete your task download document
3. **Pull**: In sourcetree/github desktop etc, pull latest commit from master
4. **Place document** in your local xampp>htdocs > doc > *respective folder / matching drive folders / if an older version exists, overwrite it*
5. **Commit:** In sourcetree/github desktop etc, commit. Select the document to stage for the commit
6. **Comment**: briefly write what you did.
7. **Push** to master