

TEAM MEETING REPORT 1: TEAM TIGER

COMP 496: SENIOR DESIGN II

SPRING 2020

1 DETAILS

Date: January 20th, 2020

Member's Present: Abdul Ashwood, Alexis Cooper and Robniqua Wilder-Winborne

2 AGENDA ITEMS

1. How to set up templates so changes can be modified and tracked
2. Feedback for proposal
3. Setting up GitHub
4. Contract. Find a time to get it signed
5. Look at retrospective template and discuss it
6. In-person meeting time

3 ACCOMPLISHMENTS

During our team meeting we reviewed all the feedback from the Initial Project Proposal. After reviewing we decided what key points to get clarification on so we could properly update it and turn it in as a final proposal. We discussed which resources we will be using for template updates and assignment submissions. After discussing different platforms we established that we would use OverLeaf. We then decided to schedule the next meeting time to work on items and we also suggested a general meeting time that we would use for meeting once a week. Aside from scheduling meetings for the team to meet we discussed scheduling our first official meeting with our project advisor so we could go over the Advisor contract with him as well as giving him details on our project. Lastly, we made sure all members had access to the project specific GitHub. We decided to go ahead and create a repository based off of the information given in the slides from lecture one until further information was given.

4 DECISIONS

1. Next Meeting: Thursday, 1/23 at 3:00 p.m
2. Set-up meeting time with Dr. Williams
3. Start Setting Up GitHub
4. Revise Project Proposal as Needed
5. Clarify concerns with Professor