**Meeting Minutes**

Group name: BU Team 3 Date: 5/23/16 Time: 8:45 PM

Location: EPC 201

Primary facilitator: Emily Duong Minute Taker: Jerry Chan

Attending: Ian Thomson, Adam Wilner, Meredythe Coleman, Han Xu, Emily Duong, Jerry Chan

Objective (or Agenda):

* Form teams
* Decide on project manager
* Connected everyone via google docs,slack, and github
* Set up meeting time
* Research software such as pivotal tracker, slack, and github

Current Status (include the reference to related documents):

* Team members have met
* Project requirements under discussion
* Decided on meeting to be Thursday 6:00PM EPC 201
* Researching the provided software for Thursday’s meeting
* Meredythe set up github
* Slack and google docs set up and everyone invited
* Still deciding on project manager and project requirements
* Will discuss our skill set on Thursday

Discussion:

* Brief discussion on languages to use: java, php and javascript for server side
* Ruby on rails for chat app maybe
* Html, css, and bootstrap for front end
* AWS ec2 free tier

Accomplishments/Decisions:

* Set up accounts and invited on slack, google drive and github
* Set up meeting time for Thursday 6:00PM at EPC 201