Team Meeting 9/15
When: Friday, September 15th @ 2:00pm
Where: Discord Call
Attendance: (All Present) Ben Kozlowski, Jacob Leehy, Steve Gan, Nicholas Hausler, MJ McGee
Purpose: Began filling out the Software Development project. Focus on sections 1 (introduction), 2 (Overview), and 3 (Project Organization), Tentative Roles assigned

Meetings in the future set for Tuesdays after class and Fridays at 2 pm online

Questions for TA:
- Is "Revision History" (pg2) for the current document or future coding?
- Are there specific roles to be assigned?

Team Meeting 9/19
When: Tuesday, September 19th @ 4:00pm
Where: Eaton Hall
Attendance: (All Present) Ben Kozlowski, Jacob Leehy, Steve Gan, Nicholas Hausler, MJ McGee
Purpose: Complete the second half of the Software Development Plan

Filled out section 4 (Management Process), including a tentative Iteration Objective schedule and an expected Project Schedule

To Do: Get the Software Development Plan mostly filled out for the next meeting. Next meeting will focus mostly on reviewing the document for submission.

Team Meeting 9/22
When: Friday, September 22nd @ 2:00pm
Where: Discord Call
Attendance: (All present) Ben Kozlowski, Jacob Leehy, Steve Gan, Nicholas Hausler, MJ McGee
Purpose: Review Software Development Plan for submission, complete the Personal Profiles page, and assign the team roles responsibilities

Standardized format for Meeting Notes established. Retroactively applied the format to previous meeting logs.

The group roles as they have been assigned are as follows:
- Ben Kozlowski: Team Manager
- Jacob Leehy: Quality Assurance Engineer
- Nicholas Hausler: Scheduling Engineer
- Steve Gan: Configuration Management Engineer

- <u>MJ McGee:</u> Recording/Secretarial Engineer

(Any team member can perform any role activity)

Attached the completed team member profiles to the Software Development Plan, Section 3.3

Filled out the team Roles and Responsibilities section of the Software Development Plan, Section 3.3

Settled on a change request system for handling bugs, exceptions, or defects. Deliverables for each milestone are expected to be thoroughly reviewed by the Quality Assurance Engineer before being finalized.

Completed Section 4.8 of the Software Development Plan. Documents are to be in .pdf form and uploaded to a GitHub repository. This will include all related project documentation and artifacts. Potential changes to source code or other deliverables will be cleared by the Configuration Management Engineer and the rest of the team before being uploaded to the GitHub

Company Name Ideas:
- C++ Wizards
- TI-87 (The cooler one)
- Kansas Instruments

Selected Kansas Instruments as our team/company name

Reviewed the completed Software Development Plan and made some last minute edits to the document

Assessed the Software Development Plan as satisfactory. Team Manager Ben Kozlowski will upload the completed documents to the GitHub repository in .pdf form sometime during the weekend and submit the repo link to the TAs.

Ended Team Meeting @ 3:20pm