May 4, 2020

Time: 12:45 - 1:00am

Minutes: Suzy Naegle

Conducting: Ethan Nelson

**Team 4 - COVID19 Pandemic**

**Attendees:**

Ethan Nelson (Lead)

Suzy Naegle (Scrum Master)

Matt Tyra (Functional Manager)

Samuel Despain (Chief Editor)

Atsushi Tomas Jindo (Quality Assurance Manager)

**Agenda:**

* **Elicitation Analysis Technique Review (Scenarios)**
  + narrative and specific descriptions of current and future processes including actions and interactions between the users and the system
  + it is important when using scenarios to collect all the potential exceptions for each step
* **Dropping Monday meetings for Elicitation Technique weeks**

**-Reminders-**

**Next Meeting** Wednesday May 6, 2020 12:45

**Status** (follow up information):

* Elicitation Analysis Plan (Wednesday)

**Action Items** (Any action items assigned to individuals):

Each - Research 2 sources and put a couple paragraphs consisting of a description of the technique, pros and cons of the technique, how the technique was applied to the project.

Be sure to have your citations in IEEE format.

Each - have an idea of how we will implement this Technique this week.

May 6, 2020

Time: 12:45 - 1:10am

Minutes: Suzy Naegle

Conducting: Ethan Nelson

**Team 4 - COVID19 Pandemic**

**Attendees:**

Ethan Nelson (Lead)

Suzy Naegle (Scrum Master)

Matt Tyra (Functional Manager)

Samuel Despain (Chief Editor)

Atsushi Tomas Jindo (Quality Assurance Manager)

**Agenda:**

* **Elicitation Analysis Technique Review (Scenarios)**
  + narrative and specific descriptions of current and future processes including actions and interactions between the users and the system
  + it is important when using scenarios to collect all the potential exceptions for each step
* **Elicitation Analysis Technique Plan (Scenarios)**
  + Come up with 2 scenarios each, discuss on Friday
* **Reviews**
  + Team 1 - Suzy & Matt
  + Team 2 - Ethan, Sam, & Atsushi

**-Reminders-**

**Next Meeting** Friday May 8, 2020 12:45

**Status** (follow up information):

* Implement Elicitation Analysis Plan (Come up with 2 Scenarios)
* Talk on chat because of poor internet ruining our call

**Action Items** (Any action items assigned to individuals):

Each - Do your Review and post it

Each - Come up with 2 Scenarios by Friday

Chief Editor (Sam) - finish editing Week 03 plan report by 2:30

May 8, 2020

Time: 12:45 - 1:10am

Minutes: Suzy Naegle

Conducting: Ethan Nelson

**Team 4 - COVID19 Pandemic**

**Attendees:**

Ethan Nelson (Lead)

Suzy Naegle (Scrum Master)

Matt Tyra (Functional Manager)

Samuel Despain (Chief Editor)

**Missing:**

Atsushi Tomas Jindo (Quality Assurance Manager)

**Agenda:**

* **Elicitation Analysis Technique Review (Scenarios)**
  + Discussed the Problem Scenarios we came up with
  + Came up with some solutions
  + Sent Problem Scenarios to other teams

**-Reminders-**

**Next Meeting** Monday May 11, 2020 12:45

**Status** (follow up information):

* Requirement Elicitation Documentation Technique Plan (Due Wednesday, ?)
  + <https://content.byui.edu/file/ec065ae0-f53b-46f4-8a96-185b30baa1c1/1/Course/CS364M00Reference.html>

**Action Items** (Any action items assigned to individuals):

Each - Add a sentence or 2 to the conclusion about what you learned from this technique

Chief Editor (Sam) - make the report html

Lead (Ethan) - put in the responses from the other teams