# **MEETING AGENDA**

| **Project Name:** | 2BAirNot2B | **Group Number**: | 4 |
| --- | --- | --- | --- |
| **Date of Meeting:** (DD/MM/YYYY) | 27/02/2020 | **Time:** | 9:30am |
| **Meeting Facilitator:** | Bryan Chiu | **Location:** | KTH B123 (Lab 01) |

|  |
| --- |
| 1. Meeting Objective |
| Organize project and who is doing what. |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| **Name (last name alphabetical order)** | **Student Number** | **Role in the Project** |
| Chiu, Bryan | 400036252 |  |
| Imtiaz, Aly Shah | 400030195 |  |
| Yohannes Michael | 001316842 |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| 3. What has your team done since the last meeting (documents, code, reading material, etc.)? | |
| **Description** | **Owner(s)** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 4. Is anything slowing your team down on in your way? | | |  |
| **Description** | | **Route cause(s)** | **The TA feedback** |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| 5. What you about to change from the way another team is doing? (Complete it if you have met another team today) | | |  |
| **Topic** | **Another Team methods** | | **Your reflection** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |

# **MEETING MINUTES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5. Notes, Decisions, Issues | | | | | | | | |
| **Topic** | | | | | | **Owner** | | **Time** |
| * Created a git repository for the project * Started on requirements specification document * Specified components of project   + Decided on only using Toronto listing data   + Using CountSort to sort data into sub-CSVs   + Store state of filters in hashmap, and cache sub-CSVs * Assigned components to group members | | | | | |  | |  |
| 6. What will your team do before the next meeting? (Action Items) | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
| Basically complete requirements specification document | | | | | |  | |  |
| Specify user filters and output fields | | | | | |  | |  |
|  | | | | | |  | |  |
|  | | | | | |  | |  |
| 5. Next Meeting (if applicable) | | | | | | | | |
| **Date:** (DD/MM/YYYY) | | 05/03/2020 | **Time:** | 9:30am | **Location:** | | KTH B123 (Lab 01) | |
| Objective: |  | | | | | | | |