# Meeting Minutes

**Group name:** OneTeam **Date:** 6/2/16 **Time:** 7:00pm – 8:00pm

**Location:** Google Hangouts

**Primary facilitator:** Chris Carducci **Minute Taker:** Jacqueline Pham

**Attending:** Lawrence (David) Blair, Chris Carducci, Juan Landaverde, Sang-Joon Lee, Jackie Pham, Srivathsa Rajagopal

**Objective (or Agenda):**

* Discuss the project proposal: updates? Impediments?
* Discuss progress on using Git. Shall we use the branching model discussed here?
  + http://nvie.com/posts/a-successful-git-branching-model/
* Discuss slides and plan for presentation
* Discuss upcoming tasks: get ready for Iteration 1

**Current Status (include the reference to related documents):**

* Preparing to turn in project deliverables for 6/3. Team is working on wrapping up project proposal and preparing for presentation.

**Discussion:**

* Discussed Branching model based on link provided by professor.
* David volunteered to be the Project Manager for the 2nd iteration
* Srivathsa has experience in C,C++, Python, Assembly, and Javascript, and decided that most of his effort will be in Project 1 because the requirements component will need the most work
* David created a work plan and made sure that everyone had a piece to lead.
* Potentially missing some areas in the project proposal based on the project description pdf that the professor provided.
  + Communication Plan - will add a line that each project will manage communication with iterations to ensure a cohesive project. Communication will be conducted through slack.
  + Requirements will be tracked using pivotal tracker until we can pilot the development version of Queued.
  + Discussed about adding risk retirement section
  + Estimates - work plan covers the 9 weeks that we’re developing something.
  + Pilot testing in the last sprint will be quality assurance.
* Reviewed schedule:
* Iteration 1 is week 1-2
* Iteration 2 is week 3-5
* Iteration 3 is week 6-9
* Goal is to be done writing code by end of week 5, with small tweaks only.
* Discussed length of project proposal and how we could be potentially consolidate but decided that the detail provided will be useful going forward.
* Discussed Current Risks and all known risks as of this time are documented in the project proposal and will be evaluated to determine impact, and determine a contingency plan

**Accomplishments/Decisions:**

* Team will use branching model discussed here http://nvie.com/posts/a-successful-git-branching-model/
* Risk retirement plan to be added by Jackie to the project proposal
* Chris will complete the quad template.
* Chris will be submitting all the deliverables by the morning of 6/3
* Chris to create sub-folder on github for project deliverables.
* Sang-Joon to add a section for the outstanding questions above.
* Assigned people to slides for the presentation
* More work to be added by the component leads to the powerpoint slide sections.