# Meeting Minutes

**Group name:** OneTeam

**Date:** 7/8/16

**Time:** 9:00pm – 9:30pm

**Location:** In Class

**Primary facilitator:** David Blair

**Minute Taker:** Jacqueline Pham

**Attending:** Chris Carducci, Sang-Joon Lee, Jackie Pham, David Blair,

Srivathsa

**Objective (or Agenda):**

* Discuss Feedback From Demo

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

* Prepping for pilot of using the tool
* Documentation, Testing, and Polishing

**Discussion:**

Tweaks for iteration 3

* Date picker for the requirements tools
* Select more than 2 members for requirements tool - juan to work on this
* Change text on dashboard to 'my'
* Infinite scrolling for chat
* Email tweaks for jackie (queued due date reminder)
* If time, potentially have feature to add a message if you're not within the chatNow application

Changes to process for iteration 3

* create 3 projects within prod tool for queued, bugs, chatnow
* only log new issues going forward
* populate all the requirements from trello, add new to uProject going forward
* if you need to contact someone, private message them.
* Use general channel in chatNow
* Focus on testing - unit testing & ui component testing
* Update the software design document
  + For documentation - Prof Czik said to add the difference between what we said we were going to do vs. what we actually did.

**Accomplishments/Decisions:**

* Begin Cutover from slack, github issues, and trello to uProject