# Meeting Minutes

**Group name:** OneTeam

**Date:** 7/25/16

**Time:** 9:00pm – 9:30pm

**Location:** In Class

**Primary facilitator:** Sang-Joon

**Minute Taker:** Jacqueline Pham

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

Juan Landaverde

**Objective (or Agenda):**

Today's Meeting Agenda:

1. Round table updates:

- How's testing going?

- Any outstanding development that you are working on?

2. Production date:

- Today or tomorrow? for final testing?

3. Final Production date:

- This Thursday. Is everyone okay with that?

4. Final Presentation preparation.

- Started from last presentation. Any suggestion on format?

<https://docs.google.com/presentation/d/16YzApMn5q91soxC-xdeQwMEK7guIEaZAZMJBPv9cbGo/edit?usp=sharing>

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

* Wrapping up defects, testing and final demo

**Discussion:**

* A few defects remaining on the bugs log
* Plan is to push a production deploy on Tuesday and focus on Testing for the next days by Thursday, do final testing before demo
* Final Presentation discussion - based on his description we could possibly format it by component
  + For each team, take care of presentation slides for our component
  + Tell the story from beginning to the end.

**Accomplishments/Decisions:**

* Do another production deploy on Tuesday at 7:30pm
* Final production deploy on Friday after meeting
* Moving Thursday's Meeting to Friday at 7pm