**GITHUB LINK:** <https://github.com/Carhn/TBD_Next_Meeting/>

**Proposed agenda for group meeting 1**

Date and Location: September 9, 2022, 5:00PM, Discord

Group 8

Start: 5:05 pm

Finish: 6:00pm

1. Introductions ( 5 minutes)

Members Present: Adriel Perez, Payton Cox, John Cardeccia, Logan Samstag, Erick Salazar

Members Absent: Terrell Hayward

Minute Taker: Erick Salazar

Quality Assurance: Payton Cox

Manager: Logan Samstag

2. Availability of the team ( 5 minutes )

Adriel Perez: Monday/Wednesday after 4pm; Thursday/Friday after 12pm

Payton Cox: Tues after 6pm, Wednesday after 5:15, Thurs after 5:30, Friday after 12:30

John Cardeccia: Monday after 3:35PM, Tuesday, Wednesday after 3:35PM, Thursday, Friday after 5PM

Logan Samstag: Monday after 4pm, Tuesday/Thursday after 2:30, not available Wednsdays, Friday after 4:30, open on weekends,

Erick Salazar: Mon/Wed: Past 4pm, Tues: 10am-3pm, Thur/Fri: Past 10:30am

Terrell Hayward: N/A

3. Group meeting times ( 5 minutes )

**Mandatory:** Friday @ 5pm

Alternate Date: Tuesday @ 7pm ( **IF NEEDED** )

4. First week’s roles ( 10 minutes )

Manager: Logan Samstag

Quality Assurance: Payton Cox

Minute Taker: Erick Salazar

Presenter: John Cardeccia / Adriel Perez

5. Decision making ( 5 minutes )

**Majority Votes** for any changes done to the project.

Any ideas or changes requested **MUST BE** sent in the “request change” text channel in Discord for them to be voted on later during the week.

6. Group issues ( non performing members, etc… ) ( 5 minutes )

1st Offense: Warning

2nd Offense: Inform instructor on issue with member / come to a resolve

3rd Offense: Remove member from group

7 & 8. Project discussion/Project Idea ( we need a project name) ( 15 minutes )

Project Name: TBD.

The main project idea is to create a calendar app capable of having tasks/descriptions added to a specific day. Productivity app where all planning needs can be found in one location. It would obtain additional features (if time allows it), such as:

* To do list
* Reminders
* Pushed Notifications
* Collab / Shareable Calendar
* Congratulating messages for completing tasks

9. Discuss used technologies ( Flutter, Android Studio, VS Code, Trello, GitHub ) (10 minutes )

Work Collaboration App: GitHub.

IDE: VS Code / Android Studio

* Specific Vscode Extensions:
  + Flutter by Dart Code
  + Dart by Dart Code
  + Docker by Microsoft
  + GitHub Pull Requests and Issues by GitHub

Time/Project Manager: Trello

Language / Framework: Dart / Flutter

10. Plan for next week, discuss deliverables ( 10 minutes)

* Everyone should have Dart, Flutter and Android Studio Installed.
* Setup a UI as a foundation for the project.
* Determine the project’s name.
* Become familiar with Dart and Flutter. ( Youtube Videos/Courses )
* Get in contact with absent member.