

SE 2XB3: Final Project  
Meeting Agenda

Project Name:	Collision Course	Group Number:	4
Date of Meeting:	28/02/2019	Time:	2:30 - 4:30
Meeting Facilitator:	All	Location:	JHE 234

1. Meeting Objective

Get started: Assign roles and choose topic

2. Attendees

Name	Student Number	Role in Project
Zabrain Ali		Project Manager, Programmer
Chandler Co	400128867	Log Admin, Programmer
Brennan David		Programmer, Lead Tester

3. What has been done since the last meeting?

N/A - First Meeting

4. Is anything slowing down the team?

Description	Root Cause(s)	Solutions
Poor Communication leading to poor productivity	Didn't know each other before, so we didn't have each other's contact information	Started a Google Hangouts chat, using alternate emails as mac emails didn't work

5. Changes from seeing other teams

6. Notes, Decisions, Issues

Topic	Owner	Time
Role Assignment: Assigned main roles of Project Manager/Leader and Log admin. Discussed other roles as well	All	3:03 pm

Decided on topic	All	3:30 pm
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7. What will be done before the next meeting?

8. Next Meeting