

Team #: T2-002

Meeting log #: 4

Date: January 28, 2022

Time: 7:00pm – 8:05pm

Location: MS Teams (watch video [here](#))

Attendees: Ethan Taylor, Jaden Albrecht, Cody Strange, Tyler Deschamps, Jordan Van Patten

Current Sprint: SPR2

Sprint Progress

Ethan Taylor:

- Read all SPR2 documentation
- Finished personal MoSCoW chart (30 minutes)

Jaden Albrecht:

- Read all SPR2 documentation
- Finished personal MoSCoW chart (30 minutes)

Cody Strange:

- Read all SPR2 documentation
- Finished personal MoSCoW chart (30 minutes)

Tyler Deschamps:

- Read all SPR2 documentation

- Finished personal MoSCoW chart (30 minutes)
- Created Trello board for task management

Jordan Van Patten:

- Read all SPR2 documentation
- Finished personal MoSCoW chart (30 minutes)

Topics Discussed

- Next shareholder meeting
- MoSCoW charts (Delphi method)
- Testing methods
- Task assignment
- Preparations for high-level design

Obstacles Encountered

- No obstacles encountered

Finished Items

- All team members have thoroughly read and grasped the requirements for SPR2
- Each team member constructed individual MoSCoW charts based on user requirements discussed in chapter 4
- Assigned Jordan as tester/V&V/QA consultant
- Scheduled next team meeting for January 31, 2022

Unfinished Items

- Final requirements spec
- High-level design (plain English description)
- Create classes for GUI
- Use-case scenarios for high-level design
- Develop PERT, Gantt, work breakdown structure, and MoSCoW charts
- SPR1 prototype candidate
- Establish connection between tasks and requirements
- V&V
- Schedule next shareholder meeting

Tasks Until Next Meeting

- Jaden is responsible for reviewing each individual MoSCoW chart and combining them into two separate charts
- Each chart will be distributed to one of two subgroups of the team and will be reviewed by each subgroup
- The final MoSCoW chart will be assembled after both subgroups have made their changes to each chart

Notes

- There was not a whole lot to work with at this point in the development cycle

- Once the final MoSCoW chart is assembled, each team member will have a clearer understanding of what is required of them throughout the remainder of the current sprint