

Team Meeting:

Dec 21, 2021 / 2:00 PM / Zoom

Attendees

Nolan Flegel, Rishabh Prasad, William Peers, Sam Dietrich, Matthew Barriault

Agenda

- Extended Sprint planning: Tasks to cover 2 weeks of work due to the Holiday period.
- Discuss Winter 2022 Schedule.
- Set a new sprint planning cycle.
- Update share calendars with class schedule

Notes

- Update calendar with all our class schedules
- Sprint planning moved to Monday Mornings starting in January
- Focus on Documentation updates, identify outstanding objectives
- Experiment with copy-paste library and read research papers
- Take a break and refresh before final semester

Action Items

1. Documentation reviews
2. Preparation for Phase 2

Next Meeting Agenda (Jan 3, 10:00am)

1. Discuss January Sprint Schedule
2. Phase 2 startup