**Meeting Minutes**



***When and Where*** ***Role***

**Date**: 9/16/19 **Team Leader/Primary Facilitator:** Richu Mathew

**Start**: 8:50 pm **Timekeeper**: Curt Collins

**End**: 9:45 pm **Minute Taker**: Leif/Austin

**Location**: MCS 109 **Attending:** Richu, Curt, Leif, Austin

1. **Objectives**

To discuss/assign roles and weekly meeting schedule for Software Engineering I course project.

1. **Status** **[Allocated Time:** 10 min**]**

Roles have been assigned; general meeting schedule has been decided.

1. **Discussion items: [Allocated Time:** 35 min**]**
   1. Who will be assigned what role(s).

We decided the roles as follows:

Team Leader: Richu Mathew

Facilitator: Richu Mathew

Timekeeper: Curt Collins

Minute-Taker: Leif Nevener/Austin Taylor

* Leif and Austin will switch off as the acting Minute-Taker.

Proposals: Everyone was indifferent about meeting roles, so timekeeper suggested the aforementioned roles.

Resolution: Roles were assigned as listed with unanimous agreement. A group decision was also made to explore the possibility of rotating between roles to gain experience as each role.

3.2 Review the project requirements. The project description was read, and general brainstorming occurred.

Proposals: No official proposals were presented due to uncertainty of project requirements from the professor.

Resolution: Team leader will email Dr. Fu inquiring about the specificity of requirements for the project. The group will be CC’d on the email and leader will communicate the response from Dr. Fu to the group.

3.3 Discuss general time of availability for each team member and future meeting days and times.

Proposals: 1) After class from 8:50 to 9:30 on Mondays or Wednesdays.

2) Before class on Mondays or Wednesdays.

Resolution: The group unanimously agreed to meet Mondays and Wednesdays (as needed) after class from 8:50 to 9:30.

1. **Wrap up: [Allocated Time:** 10 min**]**

4.1 Review roles.

The roles as assigned were agreed upon unanimously. The group indicated that they are willing and wanting to explore other roles than what were assigned. However, no formal plan or schedule was made.

4.2 Review post meeting actions.

It was confirmed that leader will email Dr. Fu about the project requirements and minute-taker (Austin) will format the meeting minutes to meet Dr. Fu’s guidelines. Minute-taker created a folder on the Google Drive that will allow the group to work collectively in an efficient manner.

4.3 Review future meeting schedule.

The group decided that upon the response by Dr Fu to team leader’s email that the group may have a short meeting on Wednesday, September 18th to confirm that the required material is present and meets each group member’s expectations prior to submission of the first meeting’s agenda and minutes.

