**Meeting Agenda**

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

**Date**: 10/28/19 **Primary Facilitator/Team Leader**: Richu Mathew

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

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

**Location**: MCS 107 **Attending**: Richu, Curt, Leif, Austin

1. **Objectives**

Review naming conventions for the project and review any progress made by team members.

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

Timekeeper has created ER diagram and updated the use case diagram.

1. **Discussion items: [Allocated Time:** 35 min**]**

3.1 Check with timekeeper whether if he got to figure out Azure server. If not try a different server.

3.2 Discuss whether minute taker (Austin) was able to figure out how to create a VM machine for Mac users to download Microsoft project.

3.3 Minute taker (Leif) will discuss his findings based upon what he read from coding conventions style for C++.

3.4 Review any other progress made by the team.

3.5 Check if UI meets the needs of the project.

3.6 Review group assignment 2 before next meeting.

1. **Wrap up: [Allocated Time:** 10 min**]**
   1. Review the following:
      1. Azure server fixable.
      2. VM machine for Mac users.
      3. Coding convention style for C++.
      4. UI interface
      5. Group assignment 2.

* This agenda is subject to change.