**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, Leif, Austin

1. **Objectives**

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

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

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

Curt was unable to attend the meeting so this item was pushed to next week.

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.

Curt was unable to attend the meeting. This discussion item will be pushed to the next meeting.

3.2 Discuss weather Austin was able to figure out how to create a VM machine for Mac users to download Microsoft project.

Austin mentioned Virtual Box worked for him in the past. Austin showed Leif where to download it from online. Leif and Austin will get these virtual machines running on their personal laptops to be able to access Microsoft Project.

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

It was decided we will use the Google C++ coding conventions as a base and edit it from there.

3.4 Review group assignment 2 before next meeting.

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

* This agenda is subject to change.