**Meeting Agenda**

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

**Date**: 11/06/19 **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**
   1. Discuss the change from Dropbox to GitHub for file storage.
   2. Discuss the use of Microsoft Project for the term project.
   3. Discuss how we will access the project, on a website or on a port.
   4. Discuss assigning tasks to each team member so that we can each work on coding different portions of the project.
2. **Status** **[Allocated Time:** 10 min**]**
   1. Curt created the GitHub space for the group so that we can communicate and share files.
   2. Richu has continued designing the UI so that we are ready to implement code to create it.
3. **Discussion items: [Allocated Time:** 35 min**]**
   1. We are using GitHub and are mandated to use it, so we are going to move everything that we have in Dropbox over to GitHub so that we are not redundant in our file saving.
   2. Microsoft Project can be used to communicate with our group. We will utilize this for each sprint because we are using Agile development methods to complete this project. We are going to use this to track the progress of the project. Curt is assigned to work on using this for the group.
   3. Work breakdown – We need to work on the common system design. We need to design the database and information management things. Someone needs to create the UI. Someone needs to specialize in tests, someone needs to do project management. We need to create class and sequence diagrams.
   4. We are seeking to connect to the port that Curt created to host the project on. We will use this to run the program. Austin will look in to using another component to host the program rather than the router that Curt has created. If this works, we will switch to the web service application.
   5. Prepare for the group meeting on November 11 that will determine the individual coding tasks.
4. **Wrap up: [Allocated Time:** 10 min**]**
   1. Review the following:
      1. Next meeting time.
      2. Coding convention style for C++.
      3. Group assignment 2.

* This agenda is subject to change.