**Meeting Minutes**



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

**Date**: 9/27/19 **Team Leader/Primary Facilitator:** 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**
   1. To discuss the project due date timeline and set checkpoints up for the rest of the semester in order to make sure we are on track for project completion at the end of the semester.
   2. To analyze the feedback received from the SRS document.
   3. Decide which classes we need to create in order to complete the term project.
2. **Status** **[Allocated Time:** 5 min**]**

We received a 100% on the SRS document and on the first meeting minutes. All agreed that we are on the right track in completing assignments and developing a framework for the project.

1. **Discussion items: [Allocated Time:** 30 min**]**
   1. It was decided that we should create a prototype of the application by November 15. We will create a web application
   2. The SRS document was approved by Dr. Fu, so all decided that we are on the right track with the project. We decided that we will focus on an application only for the term project, as opposed to dividing our focus among multiple implementations.
   3. Curt will work to flesh out the classes for the project based on the diagrams that were created in the SRS document. We will discuss the class ideas during our next meeting.
2. **Wrap up: [Allocated Time:** 10 min**]**

4.1 Review responsibilities.

Curt will work on developing the classes for the term project. The group will review his progress next week. Leif will create a Microsoft Azure account so that it can be utilized as the platform for the project.

4.2 Review post meeting date.

We will meet next Monday in the CMS building at 8:50pm. We will discuss the application platform during the aforesaid meeting.

