**Meeting Agenda**

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

**Date**: 9/23/19 **Primary Facilitator/Team Leader**: 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 review and divide SRS document.

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

Roles have been divided. Meeting minutes and agenda have been reviewed and submitted.

1. **Discussion items: [Allocated Time:** 35 min**]**
   1. Divide SRS document
      1. Read the SRS document.
      2. Read project description.
      3. Watch Mondays (9/16) video from 8:40 to 10:57
      4. Feel free to create a design of the interface.

* Be advised that every member will be assumed to have done the steps above.
  1. Discuss any other project/SRS document related questions.

1. **Wrap up: [Allocated Time:** 10 min**]**
   1. Reiterate SRS document divisions.
   2. Timekeeper will have use case diagram ready before the meeting on Monday.
   3. Meeting critiques.

* This agenda is subject to change.