**Meeting Minutes**

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

**Date**: 9/16/19 **Primary Facilitator**: Richu Mathew

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

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

**Location**: MCS 109

1. **Objective**

Discuss roles, brief review of SRC document, exchange ideas for system design and implementation, identify the actors, future meeting time.

1. **Status**

Roles have been assigned; general meeting schedule has been decided.

1. **Meeting Minutes Summary/Discussion**

* We decided the roles as follows:
  + Facilitator: Richu Mathew
  + Timekeeper: Curt Collins
  + Minute-Taker: Leif Nevener/Austin Taylor
* Roles will be changed so every member has an opportunity to have an experience with each role.
* Facilitator will email professor about what diagrams is needed to create for the SRS document and what he expects as a whole from the document.
* After receiving a response, the responsibilities will be divided so every team member have a fair amount of work to finish.
* Minute-taker (Austin) will create a Google drive for the course project, so everyone can post their contributions to the drive.
* Discussed what time would be best for everyone to meet weekly. Team decided to meet every Monday starting 8:50 pm and Wednesdays as needed.
* For next meeting, decide how to split assignment 2.
* Facilitator will schedule a meeting with Dr. Fu to review the drafted SRS document.
* Discussed a little bit about software design:
* Actor: student, faculty, staff (or in general people with disability).
* Make the application run on server so that actors using application are notified if another actor occupies the same spot first.
* All spots are reset to open after midnight for first version released.
* Once the actor flags the spot as closed, prompt the actor for how long he/she is planning to reserve that spot.
* Fifteen minutes before scheduled time, push notification to the actor about the remaining time.
* Initial system implementation plan is an Android app.

1. **Wrap up**

During the meeting we discussed:

* + Email professor questions about SRS document.
  + Created Google drive for project documents.
  + Scheduled future meetings.
  + Briefly reviewed project document
  + Identified the Actors.
  + Brief discussion over project implementation.