**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, Curt, Leif, Austin

1. **Objectives**

Create GitHub repository for term project. Review group assignment 2.

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

It is decided that we will be using Google’s C++ coding convention. Microsoft project can only be downloaded on Windows machine; therefore, Mac OS users will be using windows Virtual Box to downloading Microsoft Project and for other development purposes.

1. **Discussion items: [Allocated Time:** 35 min**]**
   1. Agile development technologies will be implemented starting this week.
   2. Every week, teams will create a document specifying what they have accomplished during the scrum period.
   3. If members have any development related issues, they can be discussed over the meeting.
      1. If issue occurred after the weekly meeting, he/she is supposed to email the team lead so that it can be addressed in the next meeting.
      2. If he/she find the solution, before the next meeting they are supposed to inform the lead as well.
   4. The website monday.com will be utilized to monitor everyone’s contribution.
      1. Through this website, any status change made by a developer can be viewed by other developers in your team.
      2. For every task assigned to developers they should change the status of your task appropriately, so that if you are stuck on something other developers can assist you. Some of the status include: done, waiting for deployment, working on it, stuck, etc. Developers are encouraged to mess with this website and ask any questions during the meeting.
   5. Please read Group assignment 2 prior to meeting. The following topics will be discussed during the meeting.
      1. Work breakdown.
      2. Completion time (Preferably by 3rd week of November so we have enough time to review and make changes).
   6. Decide which development platform to use for the project.
   7. Gain some information on what MS project and its uses is.
2. **Wrap up: [Allocated Time:** 10 min**]**
   1. Review the following:
      1. Scrum meeting criteria.
      2. Address issues.
      3. Group assignment 2 – work breakdown and completion time.

* This agenda is subject to change.