**Meeting Agenda**

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

**Date**: 11/20/19 **Primary Facilitator/Team Leader**: Richu Mathew

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

**End**: 11:00 pm **Minute Taker**: Leif/Austin

**Location**: MCS 107 **Attending**: Richu, Leif, Austin

1. **Objectives**
   1. Give an update on tasks completed for Group Assignment 3.
   2. Discuss further work breakdown of Group Assignment 3.
   3. Complete section 3 of the assignment as a group.
2. **Status** **[Allocated Time:** 30 min**]**
   1. Group Assignment 3 needs still has sections that need to be completed, namely sections 1, 3, 5, 7, and Appendices C and D.
   2. We are making good progress since we have finished a majority of the work on the assignment. Now the document only needs to be composed of the work that has already been completed.
3. **Discussion items: [Allocated Time:** 90 min**]**
   1. Update on tasks:
      1. Curt finished section 4 of the SDS document.
      2. Richu finished section 6 and Appendix B of the SDS document.
      3. Leif finished section 2 and Appendix A of the SDS document.
      4. Austin has finished part of section 5 of the SDS document.
   2. Work breakdown was discussed as follows:
      1. Appendix C of the SDS document, the Gantt chart, is the responsibility of Curt. He will create this once group members have sent him dates and times relating to work on the project. He will use Microsoft Project to complete this portion of the assignment.
      2. Section 4 of the SDS document has been completed by Curt, but the group found errors in some of the diagrams as far as the direction an aggregation or composition was directed. Once these are corrected section 4 will be fully complete.
      3. Section 7 was started by the group. The column headings for the matrix were created, but the requirements on the rows have not been formulated. The group will communicate over text to determine these requirements.
      4. The group collectively decided that section 1 of the SDS document should be finished last because it is a summary of the entire document. This portion will be started by Richu and reviewed by Leif and Curt.
      5. Section 5 of the document still needs to be completed by Austin. He will report to the group on Friday regarding its completion status.
   3. Section 3 of the document was completed by the group collectively during the meeting. We discussed the different hardware and software components of the system and listed them in this section.
4. **Wrap up: [Allocated Time:** 10 min**]**
   1. Review the following:
      1. Next meeting time.
      2. Required completion time of draft: Friday.
      3. Group assignment 3.

* This agenda is subject to change.