**Meeting Agenda**

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

**Date**: 11/25/19 **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**
2. Prepare a draft for system design document.

1.1. Individual sections were completed before the meeting

1. **Status** **[Allocated Time:** 10 min**]**
2. System design has been done.

1.1. System was designed prior to meeting. Portions of the document were highlighted for revision- mainly section 5 for consistency with the rest of the document.

1. **Discussion items: [Allocated Time:** 35 min**]**
   1. Gather all divided sections drafts together and create a finalized living document.

3.1.1. Sections were combined with a majority of the time being spent on consistency in section 5. Not much was discussed other than the decision of wording and finalizing descriptions of function and system operations.

* 1. Create a Gantt chart with all the information.

3.2.1. Due to the length of time it took reviewing the document and compiling the final copy. The Gantt chart was constructed post meeting once access to Microsoft project was available.

1. **Wrap up: [Allocated Time:** 10 min**]**
   1. Review the draft:
      1. The draft was finalized and submitted once the Gantt chart was produced post meeting.

* This agenda is subject to change