

Checkpoint Meeting Minutes

Group Identifier:

9

Date of Meeting:

17

01

2017

Attendance Register:

Name	Present
Jackson	X
Joshua	X
Athanasios	X
David A	X
David C	X

If present mark with (X), approved absence (A), otherwise leave blank

Progress review of last week – N/A (first meeting)

Name	Task Description	Task Status
Person 1		
Person 1		
Person 1		
Person 2		
Person 2		
Person 2		
Person 3		
Person 3		
Person 3		
Person 4		
Person 4		
Person 4		
Person 5		
Person 5		
Person 5		
Person 6		
Person 6		
Person 6		

Max three rows per group member. Task status: (C) completed (O) ongoing (X) no report

Plan for next week

Name	Task Description	Task Status
Person 1	Set up folders with git and netbeans	O
Person 1	Create Class diagram for module	N
Person 1	Set up database	N
Person 2	Set up folders with git and netbeans	O
Person 2	Create Class diagram for module	N
Person 2	Start programming authentication	N
Person 3	Set up folders with git and netbeans	O
Person 3	Create Class diagram for module	N
Person 3	Start programming authentication	N
Person 4	Set up folders with git and netbeans	O
Person 4	Create Class diagram for module	N
Person 4	Start programming authentication	N
Person 5	Set up folders with git and netbeans	O
Person 5	Create Class diagram for module	N
Person 5	Start programming authentication	N
Person 6		
Person 6		
Person 6		

Max three rows per group member. Task status: (N) new (O) ongoing (X) no report

Other Issues and Risks