TJA3 Meeting 10/28

Agenda:

* Make sure everyone is aware of their role and their responsibilities
* Discuss dues dates and confirm everyone’s understanding of upcoming assignments
* Get group members weekly availability for future meetings
* Ensure that everyone is done or almost done with Homework #6 and that those get sent to Abhinay (the Group Leader).
* Check in with Eric Gabbard (the Artifacts Manager) on his progress with the website.

Leader: Abhinay Devapaptla

Action List:

* Gram and Matt need to finish homework #6 and get it to Abhinay by 6pm on 10/28
* Abhinay and Eric need to collaborate to finish the website by the end of the day on 10/30
* Abhinay has to create combined list of requirements and questions by 10/30.
* All members must create next meeting time in order to develop a more complete set of requirements by 1/3

Summary:

This meeting was a very simple introductory meeting. Abhinay started the meeting summarizing the upcoming assignments and their due dates. He then went on to restate everyone’s roles and left the floor open to questions about roles. Everyone was content with their current understanding of their however Abhinay said he could reach out to the TA’s is confusion comes further down the line. Group members then stated their weekly availability. We settled that it was best to do meetings during the week because Matt works all day during weekends and that after 5 was the best time to conduct them. We set a baseline of having at least two meetings per week. Next Eric went into how the website was going and him Abhinay decided to meet Sunday in order to finish fleshing that out. Finally, everyone who had it done sent a copy of their Homework #6 to Abhinay so he could create a compilation requirements list. We set a deadline of 6pm for those who had not yet finished their assignment. After that the meeting ended and everyone said their goodbyes.

Minutes:

15 minutes