Meeting Notes

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**Meeting - 9/08**

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**Introductions**

**Attendance** **:** Everyone except Ashley (had to work, was filled in on the details later)

**Group :**

Elizabeth (Clare)

Ashley

Jeff

Chris

Vivian (Vi)

Aryan

**Notes :**

- Talked about minor details of the project

- Project : calculator program to be done in c++

Upcoming due dates:

- project plan due Sunday, **September 22nd**

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**Meeting - 9/15**

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**Assigning Roles**

**Notes :**

- Lab went longer than expected so meeting didn't really happen

- Jeff came up with roles for us to choose from and sent in text group

**Roles :**

- Leader : Jeff

- GitHub Manager : Chris

- Coder/Tester : Ashley, Aryan

- Quality Control : Vi

- Documentation : Clare

**Upcoming due dates:**

- project plan due Sunday, **September 22nd**

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**Meeting - 9/22**

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**Project Plan**

**Planner Sections :**

- **Ashley :** project overview

- **Jeff :** Management Process (4.1-4.4)

- **Chris :** Management Process (4.5-4.8)

- **Vi :** Project organization

- **Clare :** Introduction

**Notes :**

- Todays meeting was virtual

- Project Plan due Sunday 22nd

- Picked parts of Development Plan for each of us to do (sections and their authors listed above)

- Everyone finish parts by Saturday evening/Sunday morning so it can be checked over

- Upload changes to GitHub Repository

- Send Chris your user so they can add you to the repository

**Upcoming due dates:**

- project plan due Sunday**, September 22nd**

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**Meeting - 9/30**

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**Software Requirements**

**Sections :**

- **Ashley :** Classification (4)

- **Jeff :** Overall Description (2.1)

- **Chris :** Specific Requirements (3)

- **Vi :** Appendices (5)

- **Clare :** Introduction

- **Aryan :** Overall Description (2.2-2.6)

**Notes :**

- Today’s meeting was virtual

- Software Requirements due October 14th

- Picked parts of Software Requirements for each of us to do (sections and their authors listed above)

- Have done by Saturday, 14th

- When committing your document version put in own branch and Chris will merge when finished

- Make sure to follow git guidelines with commit messages

- Doing the quiz!

**Upcoming due dates:**

- Software Requirements due Sunday**, October 14th**