

CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	YouRecommend	Group Number:	2
Date of Meeting: (DD/MM/YYYY)	April 10, 2020	Time:	3:00pm – 6:00 pm
Meeting Facilitator:	N/A	Location:	Online (Facebook)

1. Meeting Objective

The objective of this meeting was to combine our implementations assigned to everyone from the last meeting, debug and to test our final product. In addition, we will update our project proposal and project log based on the final design.

2. Attendees

Name (last name alphabetical order)	Student Number	Role in the Project
Kabishan Suvendran	400196622	Front-End Developer (GUI)
Franklin Tian	400171067	Back-end Developer (Search)
Jiawei Yu	400152646	Back-end Developer (Graph)
Bowen Zhang	400168985	Back-end Developer (Sort)

3. What has your team done since the last meeting (documents, code, reading material, etc.)?

Description	Owner(s)
Developed their own back-end modules and debugged	Franklin Tian, Jiawei Yu, Bowen Zhang
Finished making user interface and debugged	Kabishan Suvendran

4. Is anything slowing your team down on in your way?

Description	Route cause(s)	The TA feedback
Covid-19 pandemic prevents in-person meetings	Slower communication process	

5. What you about to change from the way another team is doing? (Complete it if you have met another team today)

Topic	Another Team methods	Your reflection

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.
 Add rows to the tables when it is necessary.

Submitted by: [Name]

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MEETING MINUTES

5. Notes, Decisions, Issues		
Topic	Owner	Time
Improved speed of graphing implementation.	Jiawei Yu	4:00pm
Fixed sorting order.	Bowen Zhang	5:00pm
Project proposal and project log were updated.	Franklin Tian	6:00pm

6. What will your team do before the next meeting? (Action Items)		
Action	Owner	Due Date

5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)		Time:		Location:	
Objective:					

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Submitted by: [Name]