**CS673F16 Software Engineering**

**Team X Meeting Minutes**

**Week 1 (1/19 - 1/26 )**

**Date and Time:** 1/26/17 - 8:30pm

**Place**: FLR 123

**Participants:** Oliver, Mike, Will, Emily, Son, Michael, Ashu

**Minutes taker:** Mike

**Timekeeper:** NA

**Purpose:** Kickoff Meeting

**Agenda:**

1. Determine regular meeting time and location
2. Determine communication plan
3. Discuss project goals
4. Determine Environment/IDE/Text Editor
5. Determine Plans for next meeting

**Discussions:**

* Determine regular meeting time and location
  + 6:00pm this Sunday, 8:30pm next Sunday (alternating)
  + Mugar Library this Sunday - Possible remote meetings later
* Determine communication plan
  + Check in with Slack once a day
* Discuss project goals
  + General goal - Clean up code and make it functional/stable
  + Improve documentation
  + Oliver and Niall will integrate Team 2 and Team 3 code every iteration
  + Improve website
* Determine Environment/IDE/Text Editor
  + Sublime/PyCharm/Atom
  + Work in local environment (No VM)
* Determine Agenda for next meeting
  + Ensure everyone can clone Repo and successfully run application
  + Code dive
  + Brainstorm possible new features
  + Determine dupe files and diff them

**Key Decisions**

* Meeting times - 6:00pm this Sunday, 8:30pm next Sunday (alternating)
* General goal - Clean up code and make it functional/stable
* Check in with Slack once a day
* Sublime/PyCharm/Atom

**Action Items:**

* Sign up for Pivotal and GitHub account - Everyone
* Sign up for a leadership role - Everyone