**[Team MEETING MINUTES]**

Jaehoon Lee

Dylan Qiao

Sumit Bhujel

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| **DATE:** | 23 Wednesday, , 8,  2017  24 Thursdays , 8 , 2017 |
| **TIME:** | 12:30 PM |

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| **LOCATION:** | Room 17 C |

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| **MEETING CREATED BY:** | Jaehoon Lee | **MINUTE TAKER:** | Sumit Bhujel |
| **TYPE OF MEETING:** | Organizing Team’s tasks for Assessment 2 | **TIME KEEPER:** | Dylan Qiao |
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**ATTENDEES PRESENT:**

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| Jaehoon Lee, Sumit Bhujel,Dylan Qiao |  |  |  |

**TOPICS**

**[Topic Here]**

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| **TIME ALLOCATED:** | 1.5 Hour | **PRESENTED BY:** | Jaehoon Lee |

**Discussion:** Updating Team meeting minutes, update team meetings

**Conclusion:**   update previous team meeting minutes and update team meetings specifically

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|  | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
|  | Jaehoon LeeSumit Bhujel,Dylan Qiao | Wednesday, 23, 8,  2017 12:30 PM |
|  | Jaehoon LeeSumit Bhujel,Dylan Qiao | Thursday, 24, 8,  2017 15:30 PM |

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| **TIME ALLOCATED:** | 0.5Hour | **PRESENTED BY:** | Jaehoon Lee |

**Discussion:** Team meeting minutes

**Discussion:** Team meeting minutes

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|  | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
|  | Jaehoon LeeSumit Bhujel,Dylan Qiao | Wednesday, 23, 8,  2017 12:30 PM |
|  | Jaehoon LeeSumit Bhujel,Dylan Qiao | Wednesday, 1, 9,  2017 24:00 PM |

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| **TIME ALLOCATED:** | 0.5Hour | **PRESENTED BY:** | Jaehoon Lee |

**Discussion:** Update team meetings

**Discussion:** Update team meetings

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| **TIME ALLOCATED:** | 0.6Hour | **PRESENTED BY:** | Dylan Qiao |

**Discussion:** Update team iteration plan

**Discussion:** Update team iteration plan

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| **TIME ALLOCATED:** | 1 Hour | **PRESENTED BY:** | Sumit Bhujel |

**Discussion:** Assessment Report

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| **TIME ALLOCATED:** | 1 Week | **PRESENTED BY:** | Group C |

**Discussion:** Work on the code baseline try to fix at least 1 class

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| **TIME ALLOCATED:** | 1 Week | **PRESENTED BY:** | Group C |

**Discussion:** each member gives other team member a feedback with java programming guide line

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# Work that has been completed

**TOPICS**

**[Topic Here]**

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| **TIME ALLOCATED:** | 1 Hour | **PRESENTED BY:** | Jaehoon Lee |

**Discussion:** Team Communication Plan, Organize work together.

**Conclusion:**   Team Communication Plan, Organize work together.

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|  | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
|  | Jaehoon LeeSumit Bhujel,Dylan Qiao | Wednesday, 2, 8,  2017 12:30 PM |
|  | Jaehoon LeeSumit Bhujel,Dylan Qiao | Wednesday, 2, 8,  2017 12:30 PM |

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| **TIME ALLOCATED:** | 1 Hour | **PRESENTED BY:** | Jaehoon Lee |

**Discussion:** handling Github , dividing work

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| **TIME ALLOCATED:** | 1 Hour | **PRESENTED BY:** | Jaehoon Lee |

**Discussion:** Making Individual Branch

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| **TIME ALLOCATED:** | 1 Hour | **PRESENTED BY:** | Jaehoon Lee |

**Discussion:** Creating Iteration Plan

**Discussion:** Creating Iteration Plan

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| **TIME ALLOCATED:** | 1 Hour | **PRESENTED BY:** | Jaehoon Lee |

**Discussion:** Updating Project Team Charter

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|  | Jaehoon LeeSumit Bhujel,Dylan Qiao | Wednesday, 16, 8,  2017 12:30 PM |