

Meeting Notes

Team Meeting 9.22

When: Friday, September 22 @5:00 PM

Purpose: Project management plan creation

Attendance: (every team member) Ky Jost, Noah OGrady, David Donaldson, Humzeh Al-Tamari

We began by defining what we needed to have completed by Sunday, 24 September. We determined we needed the project management plan completed.

We then began to brainstorm project name ideas. David suggested "Calculator." Ky suggested "Kool Kcalculator."

We also brainstormed company names. Humzeh suggested "Late Nighters."

Name Ideas:

CALCULATOR

KOOL KALCULATOR

We decided on the name Kool Kcalculator

From here, we began working on the plan itself. David was in charge of editing it. We decided to work on the plan in a top-down manner, starting with the first section and working our way through.

We created a Microsoft Team to better share documents with the group.

We had to move our group from Anschutz to Eaton because the library closed.

We spend the rest of the meeting working on the Software Development Plan.

We agreed to meet again Tuesday, 26 September at 5:00 PM.

We agreed to each individually go over the software development plan over the weekend and send confirmation over text that we are good to submit it.