NAMES: Larry Chiem, Ian Rowe, Raymond Shum, Nicholas Stankovich
DUE DATE: May 11, 2021
ASSIGNMENT: Team Programming Assignment #1
DESCRIPTION: Meeting minutes for 3 required team meetings.

Team 2 Agenda – Meeting 1

Date	Wed. May 5, 2021
Time	7:48 PM to 10:00 PM
Location	Slack
Attendees	Ian Rowe, Larry Chiem, Nicholas Stankovich, Raymond Shum
Facilitator(s)	Raymond Shum

Reading of Previous Meeting Minutes By:	N/A

Agenda Items By:		Raymond Shum
Topic	Person(s) Reporting	Time for Presenting & Comments
Project Description & Requirements discussion.	Raymond Shum	10 minutes
Elect Team Lead	All Members	10 minutes
Work Directive (Division of work)	All Members	10 minutes

Meeting Adjourned		

Meeting Minutes By:	Raymond Shum
- Meeting occurred over the course of the evening via Slack text. - Project description and requirements first presented by Raymond Shum. - Team lead is elected to be Nick for the first project. - Responsibilities divided first on preference and then as random assortment for those without preference.	

Action Plan (WORK DIRECTIVE) By:	Nicholas Stankovich
- All members responsible for: installing Python & IDE of preference, testing provided code from the textbook, running code on Mininet, confirming test cases. - Each member responsible for understanding, commenting one script based on information provided in textbook.	

Team 2 Agenda – Meeting 2

Date	Sat. May 8, 2021
Time	2:00 PM to 10:00 PM
Location	Slack
Attendees	Ian Rowe, Larry Chiem, Nicholas Stankovich, Raymond Shum
Facilitator(s)	Nicholas Stankovich

Reading of Previous Meeting Minutes By:	N/A

Agenda Items By:		Nicholas Stankovich
Topic	Person(s) Reporting	Time for Presenting & Comments
Wellness check and status report	All Members	10 minutes
Python version question	Larry Chiem	10 minutes
Meeting Adjourned		

Meeting Minutes By:	Raymond Shum

- Each member has been successful in setting up their environment.
- No member has encountered issues running code.
- Each member able to confirm test cases.

Action Plan (WORK DIRECTIVE) By:	Nicholas Stankovich

- Evaluate code for sufficient commenting.
- Prepare submission package by Monday night.

Team 2 Agenda – Meeting 3

Date	Mon. May 10, 2021
Time	8:00 PM – 9:00 PM
Location	Slack
Attendees	Ian Rowe, Larry Chiem, Nicholas Stankovich, Raymond Shum
Facilitator(s)	Nicholas Stankovich

Reading of Previous Meeting Minutes By:	N/A

Agenda Items By:		Nicholas Stankovich
Topic	Person(s) Reporting	Time for Presenting & Comments
Confirm sufficient documentation for all scripts	All Members	30 min
Confirm accuracy of screenshots for test cases.	All Members	10 min
Confirm accuracy of screenshots for EC	All Members	10 minutes
Confirm contents of submission package	All Members	10 minutes
Meeting Adjourned		

Meeting Minutes By:	Raymond Shum
- All members check all provided script for accurate and sufficient commenting. - We performed line-by-line commenting for this assignment to assist with future studies and projects. - All members check provided screenshots for accuracy, decide on set to submit. - All members confirm the contents of submission package for missing deliverables.	

Action Plan (WORK DIRECTIVE) By:	Nicholas Stankovich
Submit package before 11:59 PM on Tues. May 11, 2021.	