

Meeting Agenda / Minutes

TEAM NUMBER: 2

TEAM NAME: J.K.B.B

LOCATION: In class

DATE: 2017-09-05

TIME: 10 minute

ATTENDANCE	
Present	Regrets
Molnar, Jason	
Lin, Ting Ting	
Paquette, Brian	
Treichel, Brian	

AGENDA
Set up share google drive for this project
Decide a team name
Discuss distribution of team roles

ACTION ITEMS (COPY INCOMPLETE ACTION ITEMS FROM PREVIOUS MEETING AGENDA / MINUTES)			
What	Who	When	Complete?
Team Charter	J.M, T.L, B.P, B.T	2017-09-05	
Project Plan	T.L	2017-09-15	
Project Charter - Feature List	B.T	2017-09-12	
Project Charter - Event Table	B.P	2017-09-12	
Project Charter - System Objectives/Project Critical Success Factors	J.M	2017-09-12	
Agenda/Minutes for today	T.L	2017-09-05	Y

MINUTES / NOTES

We share gmail address to set up share google drive folder for this project

Brian P. suggested a team name using our initials.

We decided to equally distribute team roles among team members.

