

Team Meeting 9/18

WHEN: Wednesday, September 18th, 5:30 pm

PURPOSE: First team meeting, set up

ATTENDANCE: EVERYONE

Agenda

☒ ~~Assign Team Roles~~

- ☐ Project Manager - Keeps track of the project schedule, assigns tasks, and makes sure everyone meets deadlines. They also handle any issues that come up.
 - ☐ Kristoffer Comahig
 - ☐ Technical Lead - Offers technical advice and ensures the team follows good coding practices. They also help solve any technical problems.
 - ☐ Axel Bengoa
 - ☐ Data Admin / QA Lead - Makes sure the project artifacts meet quality standards. During coding, they plan and run tests to find and fix bugs.
 - ☐ Owen Berkholtz
 - ☐ QA Lead 2
 - ☐ Gael Salazar-Morales
 - ☐ Product Owner - Makes sure all the requirements are in place and accounted for
 - ☐ Quinn
 - ☐ Project Manager 2
 - ☐ Drew Franke
 - ☐ Scrum Master - organizes coding sprints
 - ☐ Bryson Toubassi
- ☐ Make a Github
 - ☐ Make a shared google doc/word for the project plan
 - ☐ Assign out parts of the project plan
 - ☐ Wednesday meetings every week instead of saturday??? That way people have time to actually do their part of the project