

Team Meeting 9/18

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

**PURPOSE:** First team meeting, set up

**ATTENDANCE:** EVERYONE: Kristoffer Comahig, Axel Bengoa, Owen Berkholtz, Gael Salazar-Morales, Quinn Westrope, Drew Franke, Bryson Toubassi

## 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 Westrope
- Project Manager 2 - Same responsibilities as Project Manager a
  - 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~~

## General Notes:

Everyone agreed to a weekly meeting on Wednesdays at 5:00pm at LEEP2.

We assigned our roles for the overall project as seen above. We also assigned out what specific sections on the UDEP template each person will be filling out. We've decided to reconvene next Wednesday to finalize the project plan document.

We also have agreed to compile team member profiles by next Wednesday.

Meeting ended at 6:05pm.