**Meeting Minutes & Action Items**

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| **Date & Time:** | Wednesday, September 23, 2020 at 10:10 AM EDT |
| **Location:** | Nooks meeting room |
| **Team:** | I |
| **Attendance:** | All members present |
| **Meeting Purpose:** | Review document from lecture when Webex was down, continue to refine and improve requirement specifications. |
| **Itemized Agenda:** | 1. Walk through requirements 2. Identify ambiguities and questions 3. Identify risks 4. Feasibility? |
| **Minutes (i.e. Decisions):** | 1. Added priority to each of the requirements for each of the three focus-areas 2. Discussed requirements that could be handled by multiple different focus-areas and decided which was a best-fit 3. Met with mentor (or TA) |
| **End Time:** | 11:15AM EDT |
| **Next Meeting:** | Friday, September 25, 2020 at 10:10AM EDT in Nooks (or Webex?) |

**Action Items:**

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| **ID #** | **Task Description** | **Assigned To** | **Due Date** |
| 1 | Meet on time on Friday | Everyone | Sep. 25 |
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