# **MEETING AGENDA**

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| **Project Name:** | Project: Vayu | **Group Number**: | 5 |
| **Date of Meeting:** (DD/MM/YYYY) | 2020-03-07 | **Time:** | 1:50 |
| **Meeting Facilitator:** | Christina Oussama | **Location:** | HSL |

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| **1. Meeting Objective** |
| XB3 requirement finished |

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| **2. Attendees** | | |
| **Name (last name alphabetical order)** | **Student Number** | **Role in the Project** |
| Christina Korsman | 400192880 | timekeeper/flex |
| Oussama Saoudi | 400172153 | team leader |
| Diego Soriano | 400172910 | flex |
| Lennon Yu | 400183521 | flex |
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| **3. What has your team done since the last meeting (documents, code, reading material, etc.)?** | |
| **Description** | **Owner(s)** |
| nothing |  |
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| **4. Is anything slowing your team down on in your way?** | | |  |
| **Description** | | **Route cause(s)** | **The TA feedback** |
| Understanding the requirement | |  |  |
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| **5. What you about to change from the way another team is doing? (Complete it if you have met another team today)** | | |  |
| **Topic** | **Another Team methods** | | **Your reflection** |
| N/A |  | |  |
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# **MEETING MINUTES**

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| **5. Notes, Decisions, Issues** | | | | | | | | |
| **Topic** | | | | | | **Owner** | | **Time** |
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| **6. What will your team do before the next meeting? (Action Items)** | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
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| **5. Next Meeting (if applicable)** | | | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | **Time:** |  | **Location:** | |  | |
| **Objective:** |  | | | | | | | |