

Weekly Meeting 6 Agenda

Date: March 7th, 2018

Time: 4:00 pm

Location: Engineering Building - Rm 102

Facilitator: Jasque Saydyk

Minute-taker: Matthew Rittenback

Discuss: A group conversation on the stated subject

Action: A specific measure agreed upon by the group that is recorded by the minute-taker

Proposal: A specific measure the facilitator or a group member has in mind, put in agenda to inform everyone ahead of time of that measure to allow adequate time for thinking.

When the meeting reaches an hour and there are still items left on the agenda, those items will be postponed until the next meeting. A group vote may be taken to extend the meeting by X minutes, which must be unanimous.

1. Roll Call - 4:04
 - 1.1. Jasque, Maria, Jasmine and Matt were present. Nick was absent.
2. Reading of the agenda - 4:04
3. Proposed changes to the agenda - 4:05
4. **Discuss:** Previous Meeting Recap - 4:05
 - 4.1. This item will allow us to go over what was covered in last week's meeting and to provide a chunk of time for members to discuss the group dynamic and any potential problems.
5. **Discuss:** Team Project - D.2 Requirements - 4:05
 - 5.1. Follow up on how everything went
 - 5.1.1. Group members were happy with the grade we received on D.2
6. **Discuss:** Team Project - D.3 Analysis - 4:06
 - 6.1. **Action:** Description - first paragraph - 4:06
 - 6.1.1. Maria volunteered to start this section
 - 6.2. **Action:** Description - Features Descriptions - 4:07
 - 6.2.1. **Proposal:** Entire team writes a paragraph on a use case and any relevant user stories
 - 6.2.1.1. Proposal Approved
 - 6.3. **Action:** Model - 4:07
 - 6.3.1. Matt volunteered to start this section

7. **Discuss:** Team Project - D.5 Release 1 - 4:08
 - 7.1. **Action:** Introduction - 4:08
 - 7.1.1. Jasmine volunteered to start this section
 - 7.2. **Discuss:** Specific requirements for MVP - 4:12
 - 7.2.1. **Action:** Agree on requirements for Release 1 and MVP
 - 7.2.1.1. Agreed to discuss in more detail next week
 - 7.3. **Discuss:** Technologies to adopt - 4:16
 - 7.3.1. Topic left alone for more future discussion and some group members will do some research. Possible technologies are Django and Amazon web services.
 - 7.4. **Discuss:** License for code <https://choosealicense.com/licenses/> - 4:21
 - 7.4.1. **Action:** Agree to a license for the project
 - 7.4.1.1. Agreed upon a MIT License
 - 7.5. **Discuss:** Look & Feel - 4:25
 - 7.5.1. Future topic of discussion and agreeing upon the color scheme of the website. Group members also have a vision of a more minimalistic website.
 - 7.6. **Discuss:** Learning/Training - 4:27
 - 7.6.1. Share any learning resources for technologies we might want to use
 - 7.6.1.1. Create a slack channel for sharing links and information. Jasque also brought up Django Girls as a Django learning source.
8. **Discuss:** Prototype - 4:30
 - 8.1. If anyone wants to make a prototype to show next meeting using the technology they want for the project, that might deepen discussion on that topic
9. **Action:** Next meeting Facilitator - 4:32
 - 9.1. Matt volunteered
10. **Action:** Next meeting Minute-taker - 4:32
 - 10.1. Maria volunteered
11. **Action:** Discuss next week's meeting - 4:33
12. **Discuss:** How is the group functioning? Any questions from any previous items? Any potential problems? - 4:33
 - 12.1. Discussion about non-performing members, and how to handle concerns with these members.
13. Closing Remarks - 4:45

14. Meeting Adjourned - 4:45