Weekly Meeting 4 Agenda

Date: February 21st, 2018
Time: 4:00pm
Location: Engineering Building - Rm 102
Facilitator: Maria Granroth
Minute-taker: Jasque Saydyk

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

2. Reading of the agenda

3. Proposed changes to the agenda

4. **Discuss:** Previous Meeting Recap

5. **Discuss:** Team Project - D.2 (Due this Friday)

    5.1. **Action:** Problem Statement (confirm complete)

    5.2. **Action:** Product Position Statement (confirm complete)

    5.3. **Action:** Value proposition (confirm complete)

    5.4. **Discuss:** Stakeholders

    5.5. **Discuss:** Functional requirements

    5.6. **Discuss:** Non-functional requirements

    5.7. **Discuss:** MVP

    5.8. **Action:** Use case description (confirm complete per member)

    5.9. **Action:** Use case diagram (confirm complete in drive, add to D2)

    5.10. **Action:** User stories (confirm complete per member and add in hours estimated/priority level)

    5.11. **Action:** Trello (confirm complete, anything else to add?)

    5.12. **Action:** Group participation

        5.12.1. We need to add this section, as seen in [this instruction sheet (referenced in the D2 pdf)](#).

6. **Discuss**: Web Technologies Progress

      6.1.   To figure out what we are familiar with, what languages comfortable with, etc

7.   **Action**: Next meeting Facilitator

8.   **Action**: Next meeting Minute-taker

9.   **Action:** Discuss next week's meeting

10.   **Discuss:** How is the group functioning? Any questions from any previous items? Any potential problems?

11.   Closing Remarks

12.   Meeting Adjourned