

Weekly Meeting 9 Agenda

Date: April 4th, 2018

Time: 4:00 pm

Location: EGR 323

Facilitator: Jasmine Mitchell

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
 - 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:** D.4 Design (due 4-13 and worth 3 points)
 - 5.1. **Discuss:** Description
 - 5.2. **Discuss:** Architecture
 - 5.3. **Discuss:** Class diagram
 - 5.4. **Discuss:** Sequence diagram
 - 5.5. **Discuss:** Design Patterns
 - 5.6. **Discuss:** Design Principles
6. **Discuss:** D.6 Release 2 (due 4-27 and worth 4 points)
 - 6.1. **Discuss:** Introduction, same as previous introductions
 - 6.2. **Discuss:** Implemented requirements
 - 6.2.1. Submit only through pull requests, all of which must be reviewed
 - 6.2.2. Future feature implementations must have the following
 - 6.2.2.1. Card on Trello describing the requirement

- 6.2.2.2. Name of implementer and link to the pull request where they implemented the requirement
- 6.2.2.3. Name of reviewer who approved the pull request
- 6.2.2.4. Link to the automated testing code for the feature, all features must have testing code
- 6.2.2.5. A print screen/snip that depicts the implemented feature

6.3. **Discuss:** Demo

- 7. D.7 - 4:28
- 8. ~~**Discuss:** Lessons learned from previous release~~
- 9. **Discuss:** Potential Demo/Prototype
- 10. **Action:** Next meeting Facilitator
- 11. **Action:** Next meeting Minute-taker
- 12. **Action:** Discuss next week's meeting
- 13. **Discuss:** How is the group functioning? Any questions from any previous items? Any potential problems?
- 14. Closing Remarks
- 15. Meeting Adjourned