

Weekly Meeting 5 Agenda

Date: February 28th, 2018

Time: 4:00pm

Location: Engineering Building - Rm 102

Facilitator: Jasmine Mitchell

Minute-taker: Nick Reader

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:** Team Project - D.2 Requirements
 - 5.1. Follow up on how everything went
6. **Discuss:** What web framework should we use?
 - 6.1. **Action:** Since D.3 has not been assigned yet, this can be an opportunity to discuss options for implementation.

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