

Weekly Meeting 5 Agenda

Date: March 1st, 2018 (updated)

Time: 6:30pm (updated)

Location: ~~Engineering Building - Rm 323~~ Slack Channel "# meeting5"

Facilitator: Jasmine Mitchell

Minute-taker: ~~Nick Reader~~ 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 - 6:56

*Meeting took place on the team's Slack under the channel "# meeting5"

Commented during meeting - Jasmine Mitchell, Maria Garner, Matt Rittenback, Jasque Saydyk

Joined channel time - Jasmine(6:20), Maria(6:20), Matt(6:20), Jasque(6:59), Nick(7:19)

2. Reading of the agenda - 6:56

Not necessary

3. Proposed changes to the agenda - 6:56

Jasque mentioned D.3, team noted due date and further discussion is postponed till next meeting

4. **Discuss:** Previous Meeting Recap - 6:58

- 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.

Meeting was constructive and went well

5. **Discuss:** Team Project - D.2 Requirements - 6:58

- 5.1. Follow up on how everything went

D.2 is not graded at the moment, nothing to discuss

6. **Discuss:** What web framework should we use? - 7:00

6.1. **Action:** Since D.3 has not been assigned yet, this can be an opportunity to discuss options for implementation.

No comments, still researching

7. **Action:** Next meeting Facilitator - 7:07

Jasque Saydyk volunteered to be next meeting facilitator

8. **Action:** Next meeting Minute-taker - 7:06

Matt Rittenback volunteered to be next meeting minute taker

9. **Action:** Discuss next week's meeting - 7:08

Nothing to discuss

10. **Discuss:** How is the group functioning? Any questions from any previous items? Any potential problems? - 7:10

All is good, appreciation for the meeting time and format being changed to accomodate for CS 480 OS project

11. Closing Remarks - 7:13

No closing comments

12. Meeting Adjourned - 7:13