Weekly Meeting 7 Agenda

Date: March 14th, 2018

Time: 4:00 pm

Location: Engineering Building - Rm 323

Facilitator: Matthew Rittenback

Minute-taker: Maria Granroth

**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

4:03 - Jasmine is out sick, Nick unknown

1. Reading of the agenda

4:03

1. Proposed changes to the agenda

4:04 - None

1. **Discuss:** Previous Meeting Recap
   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.

4:04

1. **Discuss:** Team Project - D.3 Analysis
   1. **Action:** Description - First paragraph (Follow Up)
   2. **Action:** Description - Features Descriptions (Follow Up)
      1. Each group member needs to contribute 1 paragraph of a use case
   3. **Action:** Model (Follow up)
   4. **Discuss:** Wrap up discussion about the progress of D.3 and make sure the group is on track towards a submission on Friday (3/16).

4:05 - further discussions necessary to take place on Slack.

1. **Discuss:** Team Project - D.5 Release 1
   1. **Discuss:** Specific requirements for MVP
      1. **Action:** Agree on requirements for Release 1 and MVP

4:08 - Jasque will write up over Spring break, to be reviewed over Slack.

* 1. **Discuss:** Technologies to adopt

4:09 - Django (web framework) resources that Jasque found. General discussion on Django. Amazon aws for hosting, and also probably CEFNS server.

4:29 - Where to develop: discussion on virtual box v. Windows. Individual to group members’ preferences. Changes made in Github.

* 1. **Discuss:** Look & Feel

4:16 - Use cases already give the general feel, preferably a simple and clean layout (think Google). Color scheme to remain colorblind friendly. Can discuss further when pertinent. By Friday of Spring break (3/23): everyone suggest a color scheme to Slack. Maria created a slack channel (#design) to post these to.

* 1. **Discuss:** Learning/Training
     1. Share any learning resources for technologies we might want to use

4:25 - Discussed mostly under 6.2. Recommended reading: chapters 1-9 of The Definitive Guide. (Linked in Slack tutorial channel.)

* 1. **Discuss:** Demo
     1. Talk about how and when to work on the demo

4:27 - Jasque will set up a standard development system for us to work on over Spring break. Further communication as needed on Slack.

1. **Discuss:** Prototype
   1. Bring up any Prototypes that have been created

4:37 - None

1. **Action**: Next meeting Facilitator

4:37 - Maria Granroth

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

4:38 - Jasmine Mitchell

1. **Action:** Discuss next week’s meeting

4:38 - None over Spring break, next meeting 3/28.

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

4:38 - Discussion on group participation.

1. Closing Remarks

4:56

* 1. Happy Pi Day

1. Meeting Adjourned

5:00