

CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	soBAR	Group Number:	4
Date of Meeting: (DD/MM/YYYY)	02-24-2020	Time:	3:30
Meeting Facilitator:		Location:	KTH B121

1. Meeting Objective

Requirements document
 Project planner
 Work distribution
 Justina and Yasmine decide who is most likely to be a little shit

2. Attendees

Name (last name alphabetical order)	Student Number	Role in the Project
Will Lee	400174625	Team Lead/Geolocation
Michelle Domagala-Tang	400182920	Front End Leader/Designer
Waseef Nayeem	400208265	Back end leader/team
Justina Srebrnjak	400189506	Interface Programmer/Tester
Yasmine Jolly	400111330	UI/UX Design/Tester

3. What has your team done since the last meeting (documents, code, reading material, etc.)?

Description	Owner(s)
Created a work outline	Group
Make work distribution	Group
Discussed with the TA's about SRS document	

4. Is anything slowing your team down on in your way?

Description	Root cause(s)	The TA feedback
Ice cream flavours	Will/Yasmine/Justina	

**5. What are you about to change from the way another team is doing?
 (Complete it if you have met another team today)**

Topic	Another Team methods	Your reflection

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.
 Add rows to the tables when it is necessary.

Submitted by: [Name]

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MEETING MINUTES

5. Notes, Decisions, Issues					
Topic		Owner		Time	
6. What will your team do before the next meeting? (Action Items)					
Action		Owner		Due Date	
Research on how to pinpoint locations using google API		Will		1 weeks	
Learn HTML and web design		Front Team		1 week	
Break down database		Back Team		1 week	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)			Time:		Location:
Objective:					

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Submitted by: [Name]