

CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	soBAR	Group Number:	4
Date of Meeting: (DD/MM/YYYY)	04-09-2020	Time:	3:30
Meeting Facilitator:	Michelle Domagala-Tang	Location:	Online

1. Meeting Objective

Complete project implementation.
 Work on Design Specification Document.

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)
Merged backend with frontend	Waseef Nayeem, Will Lee, Michelle Domagala-Tang
Updated frontend displays	Yasmine Jolly, Justina Srebrnjak
Worked on Design Document	All group members

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

Description	Route cause(s)	The TA feedback

**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	
None					
6. What will your team do before the next meeting? (Action Items)					
Action		Owner		Due Date	
Fix bugs in application		All group members		2 days	
Work on Design Specification Document		All group members		2 days	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	04/11/2020	Time:	3:30	Location:	Online
Objective:	Ensure the project is all set to hand in.				

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Submitted by: [Name]