

# MEETING NOTES

Team Meeting 9.18

**WHEN:** Wednesday, September 18th @ 9:40am @ LEEP

**PURPOSE:** First team meeting, set up

**ATTENDANCE:** (every team member) Maxwell Phachanla, Bryce Martin, Luke Kounkel, Noah Hamlet, Megan Svoren, Jacob Richards (in person)

Maxwell Phachanla created the meeting logs and the GitHub repository, then sent an invitation to every team member to be a collaborator on the repository. We brainstormed/assigned our team roles, what to do exactly for our project and filled out the provided project template. The entire team worked on the project plan together, filling out various parts together and separately respectively.

TEAM NAME IDEAS:

Team 1

ROLES:

**Assistant Team Administrator:** Maxwell Phachanla

**Assistant Technical Manager:** Bryce Martin

**Project Leader:** Luke Kounkel

**Technical Leader:** Noah Hamlet

**Team Administrator:** Jacob Richards

The meeting at 10:40 AM, taking an hour for the first meeting. Everyone left at the time for classes and such. It was decided that we would upload the two documents to the GitHub repository but wait to turn in the link due to potential future information. We decided on the team name 'Team 1' to not over complicate things. We also decided on the responsibilities for each of the team member's roles.

Team Meeting 10.9

**WHEN:** Wednesday, October 9th @9:40 @ LEEP

**PURPOSE:** Second Team meeting, Part Two of Project

**ATTENDANCE:** (every team member) Maxwell Phachanla, Bryce Martin, Luke Kounkel, Noah Hamlet, Megan Svoren, Jacob Richards (in person)

Maxwell Phachanla updated the meeting logs and the GitHub repository, as well as creating the UML diagram. The entire team worked on the project plan together, filling out various parts together and separately respectively.

TEAM NAME:

Team 1

ROLES:

**Assistant Team Administrator:** Maxwell Phachanla

**Assistant Technical Manager:** Bryce Martin

**Project Leader:** Luke Kounkel

**Technical Leader:** Noah Hamlet

**Team Administrator:** Jacob Richards

The meeting ended at 10:30 am, taking fifty-minutes for the second meeting. Everyone left at the same time because of classes. It was decided we would upload the Software Requirements Specifications to Github later after completing the Use Case Design.

Team Meeting 10.30

**WHEN:** Wednesday, October 30th @9:40 @LEEP

**PURPOSE:** Third Team Meeting, Third Part of Project

**ATTENDANCE:** (every team member) Maxwell Phachanla, Bryce Martin, Luke Kounkel, Noah Hamlet, Megan Svoren, Jacob Richards (in person)

Maxwell Phachanla updated the meeting logs and Github repository. The entire team worked on part three together, filling out various parts of the document either separately or with help from the others.

TEAM NAME:

Team 1

ROLES:

**Assistant Team Administrator:** Maxwell Phachanla

**Assistant Technical Manager:** Bryce Martin

**Project Leader:** Luke Kounkel

**Technical Leader:** Noah Hamlet

**Team Administrator:** Jacob Richards

The meeting ended at 10:40 am, the group taking an hour for the third meeting. Everyone left at the same time because of classes. It was decided the group leader would upload the link to the Github after the document was added to the repository at the end of the meeting.