# **MEETING AGENDA**

| **Project Name:** | uSearch | **Group Number**: | 12 |
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| **Date of Meeting:** (DD/MM/YYYY) | 14/02/2019 | **Time:** | 2:30 – 4:30 |
| **Meeting Facilitator:** | Shesan Balachandran | **Location:** | JHE 249 |

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| 1. Meeting Objective |
| To decide idea of our project and organize roles for each individual. |

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| 2. Attendees | | |
| **Name (last name alphabetical order)** | **Student Number** | **Role in the Project** |
| Shesan Balachandran (SB) | 400134706 | Project Manager |
| Bill Nguyen (BN) | 400120876 | Algorithm Developer |
| Dananjay Prabaharan (DP) | 400128524 | Algorithm Developer |
| Nishanth Raveendran (NR) | 400121953 | Front End Developers |
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| 3. What has your team done since the last meeting (documents, code, reading material, etc.)? | |
| **Description** | **Owner(s)** |
| N/A |  |
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| 4. Is anything slowing your team down on in your way? | | |  |
| **Description** | | **Route cause(s)** | **The TA feedback** |
| Not knowing when the deadline of each specific thing is | | Not checking outline correctly on Avenue | Check Avenue and make sure you finish task at the correct deadline |
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| 5. What 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** |
| N/A |  | |  |
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# **MEETING MINUTES**

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| 5. Notes, Decisions, Issues | | | | | | | | |
| **Topic** | | | | | | **Owner** | | **Time** |
| Chose what idea we are going to do | | | | | | Everyone | | 30 minutes |
| Decided what roles each individual is going to do (can change overtime) | | | | | | Everyone | | 1 hour |
| Discussed what we are gonna do before next week | | | | | | Everyone | | 30 minutes |
| 6. What will your team do before the next meeting? (Action Items) | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
| Finish project plan document | | | | | | Everyone | | 03/01/2019 |
| Complete project logs | | | | | | SB | | 03/01/2019 |
| Decide how we are gonna display project | | | | | | BN | | 03/01/2019 |
| 5. Next Meeting (if applicable) | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 03/28/2019 | **Time:** | 2:30pm – 4:30pm | **Location:** | | JHE 249 | |
| Objective: | Our team’s objective for this week is to create the necessary files to read the data provided by the Amazon dataset. | | | | | | | |