# **MEETING AGENDA**

| **Project Name:** | uSearch | **Group Number**: | 12 |
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| **Date of Meeting:** (DD/MM/YYYY) | 04/04/2019 | **Time:** | 2:30pm – 4:30pm |
| **Meeting Facilitator:** | Dananjay Prabaharan | **Location:** | Thode Library |

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| 1. Meeting Objective |
| Our team’s objective for this week is to finish the Design Specification Document and submit our Project on Avenue. |

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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 | Front End Developers |
| Dananjay Prabaharan (DP) | 400128524 | Algorithm Developer |
| Nishanth Raveendran (NR) | 400121953 | Algorithm Developer |
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| 3. What has your team done since the last meeting (documents, code, reading material, etc.)? | |
| **Description** | **Owner(s)** |
| Finished Presentation Slides | Everyone |
| Finished UI for the Application | Bill Nguyen |
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| 4. Is anything slowing your team down on in your way? | | |  |
| **Description** | | **Route cause(s)** | **The TA feedback** |
| N/A | |  |  |
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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** |
| Made Progress on Design Specification Document | | | | | | Everyone | | 2 Hours |
| 6. What will your team do before the next meeting? (Action Items) | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
| Finish Design Specification Document | | | | | | Everyone | | 04/09/2019 |
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| 5. Next Meeting (if applicable) | | | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | **Time:** |  | **Location:** | |  | |
| Objective: |  | | | | | | | |