Team Meeting **Minutes**

Course # Section # Group # Group Name:

Cs2005 001 11 K

Date Time Location…………………………………………….

March 1st, 2018 5:00 – 6:30 pm. Library study room

Attendees Absent…………………………………..

Ian Bardos Trei Solis

Yuchen Zhang

Marapana, Arachchige

Omar Mohamed

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**Discussion**: (Personal introductions, initial contact meeting and discussion)

* Discussed each person’s personal skill set
* Breaking down big tasks into small ones
* Task/role allocation and future road plan
* Created a slack channel for communication, and a github repository for code and easy file sharing.

**Conclusion**: Week one tasks were allocated to each member according to their skill set to maximize efficiency.

**Action items**: Work on the gant chart(Ian), Create the requirements document(me), find the best way to implement notifications in the program( Marapana), Start working on the high level design ( Yuchen).

Next Meeting:

8th March