

Iteration Meeting Agenda / Minutes

TEAM NUMBER: _____ TEAM NAME: _____

LOCATION: _____ **DATE:** _____ **TIME:** _____

| ATTENDANCE | | |
|------------|---------------------|----------------|
| Present | Regrets | Status Report? |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Team Status Report? | |

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DELIVERABLES

| Deliverable | Submitted? |
|--|------------|
| Advisor Meeting Agenda / Minutes | |
| Use Case Diagrams | |
| Use Case Descriptions with Activity Diagrams | |
| Analysis-Level (Domain) Class Diagram | |
| System Sequence Diagrams | |
| Design-Level (Domain) Class Diagram | |
| Design-Level Sequence Diagrams | |
| Navigation Diagram(s) | |
| User Interface Prototype | |
| Report Designs | |
| Entity Relationship Diagram (ERD) | |
| Data Dictionary with Field-Level Definitions or Glossary | |
| Unit Test Plan and Results | |
| Source Code | |
| Agile Backlog Report | |
| Agile Release Summary | |

MINUTES / NOTES

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