Iteration Meeting Agenda / Minutes

TEAM NUMBER: _____ **TEAM NAME:** _____

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

ATTENDANCE		
Present	**Regrets**	**Status Report?**
	Team Status Report?	

AGENDA

ACTION ITEMS (*COPY INCOMPLETE ACTION ITEMS FROM PREVIOUS MEETING AGENDA / MINUTES*)			
What	**Who**	**When**	**Complete?**

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