**OOSD – Fall term Project Team #4 November 10, 2014**

Team members: Jose, Jasmeen, Leisy, Darcie

Agenda / PM : Darcie

Goal: Check in on deliverables and project status.

1. **Project Update**  
   As a team, look at the project plan.   
     
   a) Update: What have you done so far?  
   b) What are you working on right now?  
   c) What do you need help with?  
     
   Jose:  
   a)   
   b)   
   c)  
     
   Leisy:  
   a)  
   b)  
   c)  
     
   Jasmeen:  
   a)  
   b)  
   c)   
     
   Darcie:   
   a)  
   b)  
   c)
2. **Assign deliverables for phase 2 of the project (Discussion)**   
     
   Proposal: Code for phase 2 official deliverables should be complete by **November 17**  
     
   Assign a team member to test all the pages and making sure the voice and formatting are consistent, professional-looking  
     
   Action item: Darcie add these to the project plan
3. **Next Steps**  
   Follow up: Friday November 14 – discuss any extra features we want to add and plan our group presentation  
   Decide which extra features are achievable  
   Assign a presentation lead(s) who will come up with the plan, make the slides, etc, and decide when their deliverable is.
4. **Anything else?**-