XXX team meeting

Meeting called by:	Dr. Herbert H. Tsang	**Type of meeting:**	Introductory meeting
Facilitator:	Keith Chan	**Note taker:**	Hans Kim
Timekeeper:	Princess Macanlalay		

Attendees: Keith Chan, Jason Xu, Princess Macanlalay, Hans Kim

Absent: XXX

Please read:

Please bring:

Minutes

Agenda item:	Fill out personal skill inventory	**Presenter:**	Keith Chan

Discussion:

Conclusions: All members have already completed

Action items	Person responsible	Deadline
✓		
✓		
✓		
✓		

Agenda item:	Team member introductions	**Presenter:**	Princess Macanlalay

Discussion:

Discussing software experience

Conclusions:

Action items	Person responsible	Deadline
✓		
✓		
✓		
✓		

Agenda item: Assigning roles   **Presenter:**   Hans Kim

Discussion:

Roles to assign:
  Project Manager
  Data Management
  Developers

Conclusions:

Project Manager: Hans Kim
Data Management: Keith Chan
Developers: Princess Macanlalay, Jason Xu

Action items	Person responsible	Deadline
✓		
✓		
✓		
✓		

Agenda item: Brainstorming project ideas   **Presenter:**   Keith Chan

Discussion:

Diet tracking for SFU vendors
Yik Yak style app for Fitness & Health discussion
Informational fitness app targeting rehabilitation
Health related activity reminder app
Health / Fitness calendar
Health personal assistant
Health goals tracking and competing with friends
Scheduling app that lets the user compare their plan versus what they did

Conclusions:

Action items	Person responsible	Deadline
✓		
✓		
✓		
✓		

Other Information

Observers:

Resources:

Special notes: