

# Group 9 Team Meeting Agenda

**DATE: Monday, February 20, 2017**  
**TIME: 3:30pm**  
**LOCATION: CSIL**

Meeting called by: Hans Kim      Type of meeting: HW2 Writing/Discussion  
Facilitator: Hans Kim      Note taker: Hans Kim  
Timekeeper: Hans Kim

Attendees: Keith Chan, Hans Kim, Princess Macanlalay, Jason Xu  
Please read:  
Please bring:

## Agenda

Topic	Presenter / lead	Time allotted
Review diagrams	Hans Kim	30 mins
Review data requirements	Hans Kim	1 hr
Write feature priorities	Hans Kim	1 hr
Write scenarios	Hans Kim	1 hr
Format documents	Hans Kim	30 mins
Discuss QA plan	Hans Kim	30 mins
Plan next meeting	Hans Kim	10 mins

## Additional Information

Observers:  
Resource persons:  
Special notes:

-END-