

SE 3XA3: Meeting Minutes

The Resume Shotgun

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This document outlines the group's meeting notes for every group meeting.

1 Considerations

A formal "meeting" must be conducted over a call, meaning any messaging through text will not be included in this document. Meetings in which there were no major decisions will not be thoroughly documented. Cancelled meetings will still be noted in Meeting History, but potential meetings that did not occur will not. Times will not be indicated and will be assumed to follow the ?? unless there are two meetings in a day or it is a meeting at a time not originally considered.

2 Meeting Plan

Unless otherwise mentioned, our group will meet during the allotted lab sessions in person (Tuesday and Thursday, 9:30am-11:20am). If the group requires additional meetings, they will likely be conducted either Thursday from 5:00pm up until 10:00pm, or Friday from 4:30pm up until 11:00pm, as these are the only times outside of lab sessions all members should be consistently available. The designated scribe (alternates between members) will only need to actively take notes during major meetings.

3 Meeting History

3.1 Thursday January 18, Teams

Met group members. Started project selection.

3.2 Thursday January 20, Teams

Finalized project selection.

3.3 Thursday January 25, Teams

Project was approved. Started problem statement and brainstormed ideas.

3.4 Thursday January 27, Teams

Completed problem statement.

3.5 Thursday February 1, In-Lab

Completed lab 5-6 exercises.

3.6 Thursday February 3, MSTeams

Completed the development plan.

3.7 Thursday February 8, In-Lab

Completed lab 7-8 exercises.

3.8 Thursday February 10, Teams (9:30am)

Started the SRS (Requirements Document).

3.9 Thursday February 10, Teams (5:00pm)

Completed the SRS (Requirements Document) revision 0.

3.10 Thursday February 15, In-Lab

Completed lab 9-10 exercises.

3.11 Thursday February 17, CANCELLED

All members had completed all lab tasks for the week, and all members also had a midterm for another class later that day.

4 Revisions

Table 1: Revision History

Date	Developer(s)	Change
February 18	Gavin	Created document, updated with past meetings (all minor)