CIS 350 – Weekly Meeting Minutes Template

Hold a team meeting at least once a week in some format. Copy the template below into a new document, naming it **CIS350-YYYY-MM-DD** (replacing the appropriate date fields). Commit it to "meetings" folder of your project on GitHub. There should be a unique document for each meeting held.

Project name: Chatroom Application

Members present: Landon W, Seth P

Date: Feb 23nd, 2025

Time: 7:30pm

Discussion points:
- Going over unit tests created
- Coverage.py and the 94% coverage (nice!)
- 1 small error in the unit tests (not nice!)
- Use case specifications created, need to add more
- Recap of use cases, class diagrams, use case diagrams, etc.

Goals for next week (include responsibilities):
- Finalize the errors in the unit tests (Seth)
- Create basic cover page (Seth)
- Create basic framework for roles/responsibilities and self reflection (Seth)
- Create a complete use case diagram (Landon)
- Finish up the use case specifications (Landon)
- UML Class Diagram (Landon)