

## **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:** Jan 30th, 2025

**Time:** 6:30pm

### **Discussion points:**

- How to network across the computers
- What IDE to use
- UI and initial points to tackle
- What prototype to get going
- Issues with sending messages to someone who isn't online
- Contacts on left side/Options on top side/Chat on right
- Implementation of settings

### **Goals for next week (include responsibilities):**

- Figure out how to implement networking library (Landon)
- Main opening screen and some framework (Seth)
- Set up code for switching screens (Seth)