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 22nd, 2025

Time: 4:30pm

Discussion points:
- Requirements for release 1
- Updates since last meeting
- Scope of functionality for release 1
- Division of labor for required release 1 document
- Recap of use cases, class diagrams, use case diagrams, etc.

Goals for next week (include responsibilities):
- Create Unit tests for the program so far (Seth)
- Run coverage.py and check the coverage % (Seth)
- Create a complete use case diagram (Landon)
- Create some of the use case specifications (Landon)