

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 17th, 2025

Time: 3:00pm

Discussion points:

- How the chatroom actually works
- How UI will interface with the chatroom
- Server/Client cases
- Test Cases & Coverage %
- Use Cases
- How to sign up for project demo

Goals for next week (include responsibilities):

- Get UI to work with the server code (Seth)
- Make basic unit-testing framework (Seth)
- Ensure that chatroom works across two clients (Landon)
- Figure out specific requirements for the first project deliverable (Landon)