

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 8th, 2025

Time: 2:00pm

Discussion points:

- UI structure
- How to handle changing chats
- Switching screens
- Networking requirements
 - Port # and server/client connection
 - Group chats maybe?
- Initial Functionalities
- Saving IPs by putting them in a .txt or .json

Goals for next week (include responsibilities):

- Get a message sent across devices (Landon)
- Create basic UI for start-up (Seth)
- Create basic frame for the messaging main screen (Seth)