# **MEETING AGENDA**

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| **Project Name:** | Claim My Bag | **Group Number**: | 11 |
| **Date of Meeting:** (DD/MM/YYYY) | 24/02/2017 | **Time:** | 7:00 PM |
| **Meeting Facilitator:** | NONE , Meeting conducted outside Lab hours | **Location:** | Online |

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| 1. Meeting Objective |
| Discuss project specifications and formally write a report outlining all requirements for the project |

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| 2. Attendees | | |
| **Name (last name alphabetical order)** | **Student Number** | **Role in the Project** |
| Mevin Mathew | 400012057 | Designer, Programmer |
| Diya Mathews | 400014156 | Project Logger, Programmer |
| Kshitij Mehta | 4000012511 | Designer, Programmer |
| Shalmi Patel | 400023762 | Project Leader, Programmer |
| Scott Williams | 400031554 | Tester, Programmer |

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| 3. What has your team done since the last meeting (documents, code, reading material, etc.)? | |
| **Description** | **Owner(s)** |
| Assigned roles | Shalmi, Diya |
| Discussed coding approaches | All |
| Discussed Specifications for the project | All |

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| 4. Is anything slowing your team down on in your way? | | |  |
| **Description** | | **Route cause(s)** | **The TA feedback** |
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| 5. What you about to change from the way another team is doing? (Complete it if you have met another team today) | | |  |
| **Topic** | **Another Team methods** | | **Your reflection** |
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# **MEETING MINUTES**

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| 5. Notes, Decisions, Issues | | | | | | | | |
| **Topic** | | | | | | **Owner** | | **Time** |
| Start specification requirements | | | | | |  | | during meeting |
| Discuss algorithms techniques | | | | | |  | | during meeting |
| 6. What will your team do before the next meeting? (Action Items) | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
| Complete SR | | | | | |  | | 3/11/2017 |
| 5. Next Meeting (if applicable) | | | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | **Time:** |  | **Location:** | |  | |
| **Objective:** |  | | | | | | | |