# **MEETING AGENDA**

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| **Project Name:** | Claim My Bag | **Group Number**: | 11 |
| **Date of Meeting:** (DD/MM/YYYY) | 16/03/2017 | **Time:** | 12:00 |
| **Meeting Facilitator:** | TA | **Location:** | BSB Lab |

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| 1. Meeting Objective |
| Updating the professor with our progress and inquiring about next steps. |

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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)** |
| Created an API | Scott |
| Created User interface | Mevin and Shalmi |
| Finish Specifications Requirements | All |
| Finalize Algorithms | All |

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| 4. Is anything slowing your team down on in your way? | | |  |
| **Description** | | **Route cause(s)** | **The TA feedback** |
| Not having enough information on using graphing algorithms | | Just started learning about graphing algorithms in class |  |
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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** |
| Project Log   * Need to follow the template provided on avenue * Make sure TA provides weekly Project Checklist to stay up-to-date on progress | | | | | | Diya, Shalmi | | 12:00 |
| Graphing Algorithm   * Need to incorporate graphing algorithms * Use this to make project more than just a search | | | | | | Mevin, Kshitij | | 12:00 |
| Real Time vs Historical Data Set   * Need to have a practical use for the historical data set * Using this as a template for use in future real time data set * Asking client about our ideas | | | | | | Scott | | 12:00 |
| 6. What will your team do before the next meeting? (Action Items) | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
| Come up with new implementations for graphing algorithms | | | | | | All | | March 23, 2017 |
| Analytics: reliability of airlines | | | | | | All | | March 23, 2017 |
| Email client about using historical data vs using real time | | | | | | Scott | | March 17, 2017 |
| 5. Next Meeting (if applicable) | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 03/23/2017 | **Time:** | 11:30 | **Location:** | | BSB Lab | |
| **Objective:** | Breakdown the tasks and create a detailed timeline to follow for the next 3 weeks. | | | | | | | |