# **MEETING AGENDA**

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| **Project Name:** | Claim My Bag | **Group Number**: | 11 |
| **Date of Meeting:** (DD/MM/YYYY) | 23/03/2017 | **Time:** | 11:30 |
| **Meeting Facilitator:** | TA | **Location:** | BSB Lab |

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| 1. Meeting Objective |
| Breakdown the tasks and create a detailed timeline to follow for the next 3 weeks. |

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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)** |
| Implement data retrieval using Apache | Scott |
| Talk to XB3 professor about implementing graphing algorithm | Scott |

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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** |
| Reading Dataset on Eclipse   * XSSF is faster than HSSF in Apache POI | | | | | | Scott | | 12:09 |
| Timeline   * Created a list of tasks that need to get done * briefly went over how to accomplish it * ideas on how to accomplish it | | | | | | Diya | | 12:25 |
| User Case Diagram and Sequence Diagram   * Worked on Rough Draft (first copy) | | | | | | Scott, Diya | | 12:37 |
| 6. What will your team do before the next meeting? (Action Items) | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
| User Case Diagram and Sequence Diagram (Draft) | | | | | | Shalmi and Diya | | Next Meeting |
| Set up GitLab or some form for sharing code | | | | | | Shalmi and Diya | | Next Meeting |
| Continue working on Graphing | | | | | | Scott and Mevin | | Next Meeting |
| Continue working on Reading Dataset | | | | | | Scott | | Next Meeting |
| Continue working on Searching and Sorting | | | | | | Kshitij | | Next Meeting |
| 5. Next Meeting (if applicable) | | | | | | | | |  |  |
| **Date:** (MM/DD/YYYY) | | 03/27/2017 | **Time:** | 5:30 | **Location:** | | T13 Rm106 | |
| **Objective:** | Update on project. Decide what is left to do and how to accomplish it. | | | | | | | |