# **MEETING AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | Claim My Bag | **Group Number**: | 11 |
| **Date of Meeting:** (DD/MM/YYYY) | 09/03/2017 | **Time:** | 12:00 |
| **Meeting Facilitator:** | TA | **Location:** | BSB Lab |

|  |
| --- |
| 1. Meeting Objective |
| Discuss the SR with the TA |

|  |  |  |
| --- | --- | --- |
| 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 |

|  |  |
| --- | --- |
| 3. What has your team done since the last meeting (documents, code, reading material, etc.)? | |
| **Description** | **Owner(s)** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 4. Is anything slowing your team down on in your way? | | |  |
| **Description** | | **Route cause(s)** | **The TA feedback** |
| Graphing | | Have not yet learned enough to implement |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| 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** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |

# **MEETING MINUTES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5. Notes, Decisions, Issues | | | | | | | | |
| **Topic** | | | | | | **Owner** | | **Time** |
| What was completed for the SR   * The SR was not finished | | | | | | All | | 5 mins |
| what our next goal was?   * complete SR * Finalize Sorting/Graphing/Searching algorithms | | | | | | All | | 5 mins |
| 6. What will your team do before the next meeting? (Action Items) | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
| Finish SR | | | | | | All | | March 10, 2017 |
| Finalize algorithms | | | | | | All | | March 16, 2017 |
| Have a basic prototype ready | | | | | | All | | March 16 2017 |
| 5. Next Meeting (if applicable) | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 03/16/2017 | **Time:** | 12:00 | **Location:** | | BSB Lab | |
| **Objective:** | Updating the professor with our progress and inquiring about next steps. | | | | | | | |