# **MEETING AGENDA**

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| **Meeting/Project Name:** | **Brew Day** | | |
| **Date of Meeting:** (MM/DD/YYYY) | 10/20/2017 | **Time:** | 09:30​ ​AM​ ​-​ ​10:30​ ​AM |
| **Meeting Facilitator:** | Team and Sponsor | **Location:** | TECH – 192 (Polytechnic campus) |

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| **1. Meeting Objective** |
| 1. To​ ​submit the ER Diagram and get an update on the submission. ​  2. To​ check if the data base design is as expected.  3. To​ ​check if the team members and sponsor are on the same page with respect to ER Diagram and database design.  4. To discuss about the next deliverable (for the month of November).. |

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| **2. Attendees** | | |
| **Name** | **Department/Division** | **E-mail** |
| Abhishek Nagaraj | Software Engineering | anagar19@asu.edu |
| Akshay Jain | Software Engineering | ajain122@asu.edu |
| Hari Iyer | Software Engineering | hniyer@asu.edu |
| Rundong Zhu | Software Engineering | rzhu16@asu.edu |
| Sneha Vidhyashekar | Software Engineering | svidhyas@asu.edu |
| Varuni Hullur Shama Rao | Software Engineering | vshamara@asu.edu |

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| 3**. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)** | |
| **Description** | **Prepared by** |
| 1. Minutes of Meeting | Team |
| 2. Project Plan document | Team |
| 3. Sprint Meeting documents | Team |
| 4. ER- Diagram (Design Document) | Team |
| 5. UML Diagram | Team |

# **MEETING MINUTES**

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| **Meeting/Project Name:** | | | BREW DAY | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 10/20/2017 | | | | **Time:** | | | 9:30 AM - 10:30 AM |
| **Minutes Prepared By:** | | | All Team Members | | | | **Location:** | | | TECH – 192 (Polytechnic campus) |
| 4**. Agenda and Notes, Decisions, Issues** | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Description** |
| **Design Document** | | | | | | | | | | Submitted the ER-Diagram as expected by the sponsor |
| **Explaining the ER-Diagram** | | | | | | | | | | Team Members explained the details of ER-Diagram   1. Every component of the Diagram was explained. 2. The relationship between each component was described. 3. Every sub-component was explained in detail. |
| **Asked the sponsor if any enhancements required for the ER-Diagram** | | | | | | | | | | Sponsor suggested few changes and additions to the ER-Diagram which will be changed and submitted by next meeting. |
| **Discussed about the next deliverable for the month** | | | | | | | | | | Asked the sponsor what is he expecting by the next meeting and the deliverables for the next meeting. |
| 5**. Action Items** | | | | | | | | | | |
| **Action(Deliverables by next meeting)** | | | | | | | | | | **Due Date** |
| Enhancements of ER-Diagram | | | | | | | | | | 11/03/2017 |
| Database Design - UML Diagram | | | | | | | | | | 11/03/2017 |
| Sample of Recipe pattern to be stored in the database | | | | | | | | | | 11/03/2017 |
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| 6**. Next Meeting (if applicable)** | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 10/20/2017 | | | **Time:** | 09:00 am | | | **Location:** | TECH CENTER, ASU POLY |
| **Objective:** | 1. Database design using ER-Diagram and UML Diagram. 2. To discuss challenges faced and set work for the next meeting. | | | | | | | | | |