**Team Zoo GuideMeeting Minutes**

**3/26/2021**

**Attendees:** Rebecca Grantland, Sarah Wathke, Suzanne Moore, Hritik P, Zach, and Christopher Cotton.

**Items Discussed and Decisions Made:**

* Went over the test results and what passed.
  + Take screen shots for the document page
* Test result are in the google spread sheet for the webpage.
  + Pass or fail
  + Test plan requirements put initials and pass or fail in the requirements.
  + Put evidence of it failing if you have a fail
* Goal for next week is wrapping up the project.
  + A week off before we get the presentation together
  + Wrap up the project
* Wrap up testing
  + A week off before we get the presentation together
  + Wrap up the project
* Look into package project
  + Publish it online for free
  + If we can’t publish it online make a YouTube video.
* Wrap up documentation.
  + Put a link to package page or GitHub link to the code to run it.
* 4 people will get 2 test and 2 can work on packaging the webpage
  + 2 can work on packaging the webpage but figuring it out how to do it.
  + Use git hub link or post it online.
* Assignments are getting assigned.

**Action Items:**

* Assignments
  + Testing
    - Suzanne - 2.06 and 2.07
    - Chris - 1.05 and 1.06
    - Ricky - 1.03 and 1.04
    - Zach - 1.01 and 1.02
  + Packaged product - Rebecca, and Sarah