Shift Tips Tracker

# Meeting Minutes

# January 19, 2016

## Opening

The regular meeting of the Shift Tips Tracker was called to order at 12:00 on January 19, 2016 at Conestoga College by Andrew Hartwig.

## Present

Andrew Hartwig, Liz Stacey, and Taylor Watson.

## Open Issues

First meeting, discuss methods of approach to begin a new application.

## New Business

First steps involve creating a project plan, and signing the team charter.

## Agenda for Next Meeting

Items to discuss at the next meeting will be around application events and use case diagrams. As well as system sequence diagrams.

## Adjournment

Meeting was adjourned at 12:40 by Andrew Hartwig. The next general meeting will be at 12:00 on January 26, 2016, at Conestoga College.

Minutes submitted by: Andrew Hartwig

Approved by: Liz Stacey