Meeting agenda

Date: Sept 15

Group / Section / Members: Team 5 / Section 4 / Robert, Shane, Ashmeet, Fria

Master Timeline: (should appear on EVERY agenda)

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Assigned to (Optional) | Due date | Date completed |
| Read through specs |  | Sept 1 | Sept 1 |
| Create ADEPT |  | Sept 15 | Sept 20 |
| Create Context DFD |  | Sept 30 |  |
| Create System DFD |  | Oct 1 |  |
| Create Process DFD |  | Oct 15 |  |
| Review DFD’s with Client |  | Oct 30 |  |
| Revise based in feedback |  | Nov 1 |  |
| Create report |  | Nov 3 |  |
| Final group review |  | Nov 4 |  |
| Submit lab |  | Nov 6 |  |

Weekly Timeline: (just the task taken on this week)

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Assigned to | Due date | Complete |
| Read through specs | All | Sept 15 | Y |
| Create Activities of ADEPT | Robert | Sept 15 | Y |
| Create Data of ADEPT | Ashmeet | Sept 15 | Y |
| Create Environment and Technology of ADEPT | Fria | Sept 15 | N |
| Create People of ADEPT | Shane | Sept 15 | Y |

In this check-in:

The original “Create ADEPT” task has gotten broken down further into smaller steps for this meeting. Items on the Master timeline are high level estimates and may get broken down into much smaller steps as they are worked on.

It appears Fria did not get their portion of the work done. For the next check-in, you will want to include this item and who did it.

Additionally, you will want to “burn” your to do list – document the date it was completed.