**Project Meeting Guidelines**

The following are a set of guidelines that a required for each meeting you hold, whether it be with your customers or with your group members.

1. All meetings must have predefined agenda. This should have the intended date of the meeting and all topics to be discussed.
2. Each meeting must be recorded. Recording must be stored for the entirety of the course and made available to me upon request.
3. There should be an official note taker for each meeting. This person is responsible to filling out the attached template of the Meeting Minutes. The meeting minutes should be added to your repository of documents no more than 2 days after the meeting was completed. The facilitator of the meeting will either be the project manager or the person in charge of that specific sprint/goal; they should not be the note taker.
4. Some meetings will require business attire, specifically presentations to your customer.
5. I will request to present in at least 2 -3 of your customer meetings throughout the semester.
6. You should hold official weekly meetings with your team for status update purposes.

|  |  |
| --- | --- |
| Team Meeting | 3/7/243:30pmClassroom |

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting called by: | Terrelle Thomas | Type of meeting: | Preparation |
| Facilitator: | Terrelle Thomas | Note taker: | Enter note taker here |
| Timekeeper: | Enter meeting timekeeper here |  |  |

|  |  |
| --- | --- |
| Attendees: | Terrelle Thomas, Zahir Cooper, Ennis, Xavier Widly, Jamal |
| Please read: | Enter reading list here |
| Please bring: | Enter items to bring here |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: | Scrum Master | Presenter: | Enter presenter here |

#### Discussion:

The group chose who will be the scrum master and presenter for this week’s presentation.

#### Conclusions:

It was decided that Jamal would be the scrum master and presenter.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: | Backend/Front-End of Application | Presenter: | Terrelle Thomas |

#### Discussion:

The group was shown the current state of the back end and front end of the application.

#### Conclusions:

The member was given a task on what to do for the code section of the sprint.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Coder | Terrelle Thomas | Enter deadline here |
| * Tester | Ennis | Enter deadline here |
| * Zahir Copper | ChatGPT Promopter | Enter deadline here |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: | Enter agenda item here | Presenter: | Enter presenter here |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

# Other Information

#### Observers:

Enter observers here.

#### Resources:

Enter resources here.

#### Special notes:

Enter any special notes here.