# **Meeting Minutes**

#### September 12

- Members present: Entire team
- 7:00 PM Meeting started
- Icebreakers
- · Determined time for regular weekly meetings
- Team brainstorm on how to break up the sprint 1 project into smaller tasks
- Members assignment to smaller tasks
- 8:00 PM Meeting adjourned

# September 14

- Members present: Tinson, Eric
- 2:00 PM Meeting started
- Extended regex parser from writing to text to writing to JSON file
- Identified and resolved a number of bugs
- 4:00 PM Meeting adjourned

# September 14

- Members present: Michael, Luka, Tinson
- 11:00 PM Meeting started
- Issue management and planning
- 12:00 AM Meeting adjourned

#### September 15

- Members present: Saarthi, Michael, Tinson
- 4:40 PM Meeting started
- Discussion of whether the filter functionality should be completed by Saarthi or Michael/Luka
- 4:55 PM Meeting adjourned

# September 15

- Members present: Saarthi, Michael, Eric, Ryan, Tinson
- 8:00 PM Meeting started
- Icebreakers
- VBA is relevant for sprint 2
- 5-7 minute presentation next week
- Work on presentation and sprint 2 at the same time
- 8:30 PM Meeting adjourned

## September 16

- Members present: Michael, Luka
- 5:30 PM Meeting started
- Pair programmed the filter implementation
- 7:30 PM Meeting adjourned

# September 17

- Members present: Rithik, Tinson
- 10:30 AM Meeting started
- Discussion on features
- Pair programmed the parsing for meeting data
- 1:00 PM Meeting adjourned

## September 17

- Members present: Michael, Luka
- 6:30 PM Meeting started
- Discussion for sort implementation
- Pair programmed the sort functionality
- 8:00 PM Meeting adjourned