Team Meeting

31 JANUARY 2020 / 10AM / D-241

Team Lead: Tristan Turcotte

Minute Taker: Xiang Di Su

# Attendees

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| Haymond Yan | Synthia Vincent De Paul | Xiang Di Su |
| James Cortez | Tristan Turcotte |  |

# Agenda

## Last Meeting Follow-up (10 min)

1. Discuss work that has been done on the project plan and deliverable report.

## Clients (30 min)

1. Discuss clients that have been seen/contacted since last meeting.
2. Discuss options for potential clients, pros/cons.

# Notes

# Meeting Summary/Conclusion

1. Organized who will work on what in the deliverable report.
   * Tristan -> Executive Overview
   * Synthia -> Client/Sponsor info
   * James -> Meetings info, Online repository info, communications strategy
   * Xiang -> Lab work vs Homework, emails, cell/telephone numbers
   * Haymond -> Areas of responsibility
2. Having Synthia setup meeting with her Dad
3. User story test is a more technical, step-by-step walk through of a user story. It would describe a scenario and then go through what would happen, using the feature described in the user story.
4. Working on Project Plan.

# Next Meeting Agenda

Minute Taker for next meeting: Tristan

Next meeting will be immediately after seeing Synthia’s Dad, to organize our thoughts and summarize the meeting. Monday after 4PM will be when we see her Dad. The meeting will be after that.

In class meeting on Tuesday, the day after.