9/20/19

* First meeting with team and TA
* Next week’s meeting with TA scheduled for Friday at 4pm, Norlin Blue Room

9/27/19

* Not in attendance: Laksha, Remy
* Discussed plan for project charter; everyone pick up a section to work on
* Weekly reports to Alan and Diego starting next Monday (10/7)
* Nominated Kevin as team lead
* When is charter due?
* Meeting for next week scheduled for Wednesday ~4:30 pm in Fleming

10/2/19

* Counter-proposal to do one project and one team rather than two projects and splitting the team
* Write scope document
* TA - availability poll
* Nominate scrum master
* Rough draft of project charter by Friday
* Schedule meeting with Diego for next week

10/8/19

* In attendance: all
* Put project preferences on Slack by Friday - Remy to follow up
* Made progress on charter - Kevin to submit

10/15/19

* In attendance: Lakshya, Kevin, Will, Joshua, Jie, Zuodong, Zijun, Jade (Zoom), Qinglu (Zoom)
* Todo asap: Sign and submit project charter; assign everyone roles for current assignments
* Worked on project presentation

10/22/19

* In attendance: Lakshya (Zoom), Jade (Zoom), all students
* Discussed project requirement and tasks
  + Focus more on tasks this week, hold off project requirements for next week
* Start using github trello-style boards for project management
* Worked on tasks