**Date:** 8/30/17

**Time:** 1 PM US Central Time

**Location:** Scheduled Classroom (Rm 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

**Absent:** Not Applicable

**Subject:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Initial Group Meeting | Team Awesome | * Met and created Change Log and Roles and Responsibility Document. * Also set up meeting with client for 8/31/17 at 8 PM, to discuss system. |

**Handouts:** None

**Discussion:** See Comments

**Date:** 8/31/17

**Time:** 7 PM US Central Time

**Location:** The Max

**Present:**

Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks, Derek

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| **Item** | **Responsible Party** | **Comments** |
| Initial Meeting with client | Team Awesome | * Met with Derek to discuss desired features for the inventory system |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 9/04/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:**

Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks, Derek

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| **Item** | **Responsible Party** | **Comments** |
| Summary of group text/ slack.com chat | Team Awesome | * Discussed current status of Milestone 1 documents * Divided remaining tasks amongst team members |

**Handouts:** None

**Discussion:** See Comments

**Date:**9/11/17

**Time:** 1:30pm US Central Time

**Location:** Scheduled Classroom (PKI Rm 155)

**Present:** Thomas Jorgensen, Paul Naumann, Justin Hendricks, Collyn Sansoni

**Absent:** Not Applicable

**Subject:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Milestone 1 | Team Awesome | * Wrapped up tasks for Milestone * Discussed Header Content and set Headers up. * Will e-mail Professor Germonprez for feedback |
| Other | Team Awesome | Watched video that Professor Germonprez posted on Canvas |

**Handouts:** None

**Discussion:** See Comment

**Date:**  Week beginning 9/11/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks, Derek

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| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group text/ slack.com chat | Team Awesome | * Discussed current status of Milestone 1 documents * Discussed necessary revisions to documents * Divided necessary revisions amongst the team |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 9/18/17

**Time:** All week

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Justin Hendricks, Collyn Sansoni

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| **Item** | **Responsible Party** | **Comments** |
| Summary of topics discussed during in person meeting | Team Awesome | * Discussed the responsible individuals for milestone 2 documents * Decided to utilize GitHub to organize and share each document each individual was responsible for |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 9/25/17

**Time:** All week

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Justin Hendricks, Collyn Sansoni

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| **Item** | **Responsible Party** | **Comments** |
| Summary of topics discussed during in person meeting | Team Awesome | * Discussed any issues team members had on their individual documents * Decided to have everyone complete their assigned documents by 10/5/17 |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 9/28/17

**Time:** All week

**Location:** The Max

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks, Derik Nelson

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| **Item** | **Responsible Party** | **Comments** |
| Summary of topics discussed during the meeting with the Organizational Manager | Team Awesome, Derik Nelson | * Discussed the status of the project * Showed Derik the items for approval for Milestone 2 (SSR, Project Charter) |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 10/1/17

**Time:** All week

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

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| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Discussed the current work flow * Discussed the current organizational chart * Created the Enterprise Diagram |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 10/9/17

**Time:** All week

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

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| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Completed scope of statement document * Finalized touches on Enterprise Diagram |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 10/11/17

**Time:** All week

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

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| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Finalized collection of documents * Finalized formatting on M2 |

**Handouts:** None

**Discussion:** See Comments