Meeting Notes

Team Meeting 2.25
MEETING START: Friday, February 25th @10:00am
MEETING FINISH: Friday, February 25th @11:00am
WHERE: Zoom
PURPOSE: Finalizing and Revising the Project Plan
ATTENDANCE: (Member Present) (Member Absent)
Brandon Dodge
Lisa Phan
Eliana Schmidt Isenburg
Xiaomin Rong
Jacob R Richards

<u>Absence Excuse</u>
(N/A)

<u>Team Name</u>
SuperCoding

<u>Roles</u>
Project Leader: Brandon Dodge
Team Administrator: Jacob Richards
Assistant Team Administrator: Lisa Phan
Technical Leader: Eliana Isenburg
Data Administrator/Quality Assurance Engineer: Xiaomin Rong

<u>Meeting Contribution</u>
Overall: Revised, edited, and finalized the Project Plan before uploading the project plan and other week 1 documentation to Github.
Brandon Dodge: Wrote and discussed skeletons and entries for the project plan. Hosted the meeting over Zoom. Contacted and informed all members of the agenda and itinerary. Revised edits and finalized documentation before submitting. Created Github project for submissions.
Lisa Phan: Catched up the project status, discussed the project document. Chose a role and filled in job description and availability. Reserved a room for the next meeting
Eliana Schmidt Isenburg: Added link to the original Project Description and filled in availability and job description. Helped catch up those absent in Friday's meeting to the current project status.
Xiaomin Rong: Friday: Discussed the purposes of the project. Questioned about the user interfaces of the inputs and outputs. Highlighted the importance of the different types of error handling. Saturday: Discussed the software development model.
Jacob R Richards: Discussed the project in more detail and worked on completing the project plan. Added time availability and job description.