Meeting Notes

Team Meeting 2.23
MEETING START: Friday, February 23rd @12:30pm
MEETING FINISH: Friday, February 23rd @2:00pm
WHERE: LEEP1320
PURPOSE: First team meeting, set up and Project Management Plan
ATTENDANCE: (Member Present) (Member Absent)
Brandon Dodge
Lisa Phan
Eliana Schmidt Isenburg
Xiaomin Rong
Jacob R Richards

Absence Excuse
Scheduling conflict with lab

Team Name
SuperCoding

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

Meeting Contribution
Overall: Worked together to complete a large portion of the project plan. Coordinated schedules to best allocate future meeting times. Assigned and discussed individual team roles. Agreed on project and team names. Discussed member skill sets and team goals.
Brandon Dodge: Created the rough draft for the project plan meeting notes. Organized meeting times and location. Wrote a brief description describing each position.Made adjustments and revisions to the project plan.
Lisa Phan: xxxx
Eliana Schmidt Isenburg: Defined the architecture and use case of the final product, filled in much of the Project Plan.
Xiaomin Rong: 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.
Jacob R Richards: Came up with the project name and discussed implementation of the project along with Xiamomin,Eliana and Brandon.

1. Project Leader
The Project Leader, often referred to as the Project Manager, is responsible for overseeing the project from inception to completion. This individual is tasked with planning, executing, and finalizing projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Leader also defines the project's objectives and ensures that quality and standards are met while also managing risks and adapting to any changes.

2. Team Administrator
The Team Administrator, sometimes called the Team Coordinator, handles the administrative tasks that support the project team's efforts. This role involves scheduling meetings, documenting project phases, updating project management tools, and ensuring that communication lines are open among team members. They may also assist with resource allocation and help manage project documentation and reporting. The primary goal is to keep the project organized and ensure that team members have the tools and information needed to perform their tasks efficiently.

3. Technical Leader
The Technical Leader, often known as the Lead Developer or Technical Architect, guides the technical direction of the project. This role involves making key architectural decisions, leading the development team in implementing the project’s technical aspects, and ensuring that the technical standards and best practices are followed. They work closely with the Project Leader to align technical strategies with project objectives. The Technical Leader also troubleshoots technical issues, reviews code, and ensures the technical quality and scalability of the project.

4. Data Administrator/Quality Assurance Engineer
This role combines responsibilities of managing data and ensuring the quality of the software. As a Data Administrator, the individual is responsible for organizing, storing, and managing data according to the project's needs. They ensure that the data is accessible, secure, and efficiently handled. As a Quality Assurance (QA) Engineer, the focus shifts to maintaining the quality of the final product through systematic processes and testing. This involves developing test plans, conducting tests to identify bugs or issues, and ensuring that the product meets the specified requirements and standards before it is deployed. This dual role is vital for projects where data management is closely tied to quality outcomes.