<GROUP 8 MEETING SCHEDULER>

**Location:** OKT

**Date:** August 19, 2022

**Time:** 5:30 - 6:00pm

## Attendance

Bailey J. Knight, Christopher Fechter, Eric M. Sung, Kyungjae Lee

## Agenda Items

1. Meet teammates (Kick-off Meeting)
2. Share knowledge levels, previous experiences, etc.
3. Brief brainstorming for initial project ideas
   1. Meeting scheduler
   2. Time-card for employees
   3. Game relevant application

## Action Items

1. Share more ideas if any / Everyone / August 26, 2022 (done)
2. Setup Githup repository and send invite / Kyungjae Lee / August 26, 2022 (done)

## Other Notes

N/A

<GROUP 8 MEETING SCHEDULER>

**Location:** Online (Discord)

**Date:** August 26, 2022

**Time:** 8:00 - 8:30pm

## Attendance

Bailey J. Knight, Christopher Fechter, Eric M. Sung, Kyungjae Lee

## Agenda Items

1. All members join the correct team on Canvas (done)
2. All members join the github repository (done)
3. Fix topic: Meeting Scheduler (done)
4. Discuss the overall concept of the application (done)
   1. Necessary components: Input file (XML, JSON), parser, processor, GUI

## Action Items

1. Lead proposal document preparation / Christopher Fechter / August, 31
2. Send invite to Professor Acharya / Kyungjae Lee / August 26, 2022

## Other Notes

1. Github repository address:

<https://github.com/kyungjae-lee/GROUP_8_MEETING_SCHEDULER>

<GROUP 8 MEETING SCHEDULER>

**Location:** Online (Discord)

**Date:** September 2, 2022

**Time:** 7:00 - 7:30pm

## Attendance

Bailey J. Knight, Christopher Fechter, Eric M. Sung, Kyungjae Lee

## Agenda Items

1. Fix weekly meeting time
2. Finalize the proposal document
3. Select development environment (IDE)
4. Select drawing tools (diagram, UML) – Or one person?

## Action Items

## Other Notes

<INSERT YOUR GROUP NAME HERE>

**Location:** <WRITE LOCATION OF MEETING HERE>

**Date:** <WRITE DATE OF MEETING HERE>

**Time:** <WRITE BEGIN & END TIME OF MEETING HERE>

## Attendance

<LIST FULL NAMES OF EVERYONE WHO ATTENDED THE MEETING>

## Agenda Items

1. <LIST AGENDA ITEM / PRESENTER NAME / DUE DATE HERE>

## Action Items

1. LIST ITEM DESCRIPTION / RESPONSIBLE / DUE DATE HERE>

## Other Notes

Other important details discussed during the meeting can be entered here.