C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Agenda and Minutes for APE group**

*Instructions: Complete items in green before the meeting and circulate as the agenda. Complete items in black after the meeting and circulate as the meeting minutes.*

**Meeting Date and Time: [8PM – 8:30PM]**

**Meeting Location:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Member Names** | **Assignments Due** | **Present?** | **Prepared?** | **Comments** *(if absent, include reasons and whether teammates were notified in advance)* |
| Aarti |  |  |  |  |
| Biying |  |  |  |  |
| Kebing |  |  |  |  |
| Ollie |  |  |  |  |
| Shaun (chair) |  |  |  |  |
| Xiaohan |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Agenda Items for Discussion and/or**  **Work to be Completed** | **Expected Duration**  (actual duration) | **Summary of Discussion** |
| 1. Review minutes of last meeting. | 5 mins |  |
| 2. Discuss work completed since last meeting  Team roles | 3 mins |  |
| 3. Project Controller  Schedule, Look-aheads | 1 min | * In 2 weeks, we have our first submission due * Next week, we meet with the client to show them our first small feature |
| 4. Discuss backend that Ollie set up (heroku) | 5 mins | * Written in nodeJS, deployed to heroku * Database is mongodbatlas, hosted on cloud.mongodb.com |
| 5. Plan the first sprint  Story board.xlsx  This is what we will deliver next week to the client | 15 mins |  |
| 6. |  |  |
| 7. Review action items to be completed after meeting. |  | Ollie shared learning resources   * Udemy.com - [Modern react with redux](https://www.udemy.com/course/react-redux/) * Udemy.com - [nodejs, mongodb, bootcamp](%5b9:12%20pm%5d%20Ollie%20Li%20(22693423)%20%20%20%20%20https:/www.udemy.com/course/nodejs-express-mongodb-bootcamp/%20Node.js,%20Express,%20MongoDB%20&%20More:%20The%20Complete%20Bootcamp%202021Master%20Node%20by%20building%20a%20real-world%20RESTful%20API%20and%20web%20app%20(with%20authentication,%20Node.js%20security,%20payments%20&%20more)www.udemy.com) * Github.com - [drag and drop](https://github.com/atlassian/react-beautiful-dnd) |
| 8. Schedule next meeting |  | DONE |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action items to be completed after meeting** | **Who is responsible?** | **Due?** | **Comments** |
| 1. Plan a coding session |  | ASAP | Just watching about 30 minutes of coding, screen sharing |
| 2.Question to client (sharon) | Aarti |  | Will students have access to the excel file? How will they use this study planner if they don’t have it? |
| 3. Aarti is not in rotation for Chair, since she chairs all client meetings |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**Next Meeting**

**Date and Time: Monday 9:30am**

**Location: Teams**

**Purpose: Demonstrate Sprint 1**

**Chair next week: Xiaohan**

**Minutes next week: Aarti**

**Recording Secretary**

Meeting agenda circulated on [date] by [team-member name].

Meeting minutes circulated on [date] by [team-member name].

Any corrections to the minutes to be submitted to [team-member name] by [date].