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| **DATE:** | Friday, September 8, 2017 |
| **TIME:** | 7:30 p.m. |
| **LOCATION:** | Aerospace and Engineering Bldg |

 **PROJECT MEETING MINUTES**

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| **MEETING / PROJECT NAME:** | CS4250 – Resource Locking – 4-Bit/2 Disclosure Devices |
| **MINUTES PREPARED BY:** | Vicky Lym |

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| **1. MEETING OBJECTIVE** | | | | | | | | |
| Discuss, Review, Update, and Approve Requirement Specification Document | | | | | | | | |
| **2. ATTENDEES PRESENT** | | | | | | | | |
| **NAME** | | **DEPARTMENT / DIVISION** | | **EMAIL** | | | **PHONE** | |
| Joe Medina | |  | | jmedina8303@gmail.com | | |  | |
| Aaron Loomis | |  | | [Aloomis85419@gmail.com](mailto:Aloomis85419@gmail.com) | | |  | |
| Vicky Lym | |  | | vlymvw@gmail.com | | |  | |
| **3. AGENDA & NOTES, DECISIONS, ISSUES** | | | | | | | | |
| **TOPIC** | | | | **OWNER** | | | **TIME** | |
| Discussed and Updated Requirements to be more structured | | | | Vicky Lym | | | 45 min | |
| Set up Next Meeting to Begin Discussion and Creation of Unit Test Cases | | | | Vicky Lym | | | 10 min | |
| **4. ACTION ITEMS** | | | | | | | | |
| **ACTION** | | | | **ACTION TO BE TAKEN BY** | | | **DATE TO BE ACTIONED BY** | |
| Initial Approval for Requirement Specifications | | | | Aaron Loomis | | | Friday, September 8, 2017 | |
| Send Email to Client for Approval of Requirement Specifications | | | | Aaron Loomis | | | Friday, September 8, 2017 | |
| Review Approved Requirements for Meeting on Creation of Unit Test Cases | | | | All | | | Saturday, September 9, 2017 | |
| **5. NEXT MEETING (if applicable)** | | | | | | | | |
| **DATE** | Saturday, September 9, 2017 | | **TIME** | | 1: 00 PM | **LOCATION** | | Google Hangout |
| **OBJECTIVE** | Discuss and Create Unit Test Cases | | | | | | | |

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| **SUBMITTED BY:** | Vicky Lym | **APPROVED BY:** | All Team Members |