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| **DATE:** | Thursday, September 7, 2017 |
| **TIME:** | 12:00 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 and Create Initial Tasks and Target Completion Timelines | | | | | | | | |
| **2. ATTENDEES PRESENT** | | | | | | | | |
| **NAME** | | **DEPARTMENT / DIVISION** | | **EMAIL** | | | **PHONE** | |
| Erin Gurnett | |  | | [Erin.m.gurnett@gmail.com](mailto:Erin.m.gurnett@gmail.com) | | |  | |
| Joe Medina | |  | | [Jmedina8303@gmail.com](mailto:Jmedina8303@gmail.com) | | |  | |
| Jaziel Pauda | |  | | [JazielPauda@gmail.com](mailto:JazielPauda@gmail.com) | | |  | |
| Aaron Loomis | |  | | [Aloomis85419@gmail.com](mailto:Aloomis85419@gmail.com) | | |  | |
| Vicky Lym | |  | | vlymvw@gmail.com | | |  | |
| **3. AGENDA & NOTES, DECISIONS, ISSUES** | | | | | | | | |
| **TOPIC** | | | | **OWNER** | | | **TIME** | |
| Discuss what Tools to setup and Use for on-line communication – Google Hangout | | | | Aaron Loomis | | | 5 min | |
| Assign Tasks for UML Design | | | | Aaron Loomis | | | 5 min | |
| Assign Task for Creation of Skeleton Device Class | | | | Joe Medina | | | 5 min | |
| Assign Task to Create Progress Report | | | | Vicky Lym | | | 5 min | |
| Assemble Email Addresses to be Used for Google Docs and Github | | | | Aaron Loomis | | | 15 min | |
| Assign Task to Create Meeting Minutes | | | | Vicky Lym | | | 5 min | |
| Assign Task for All to Read Client API Specifications | | | | All | | | 5 min | |
| Set Date and Time for Next Meeting | | | | All | | | 5 min | |
| **4. ACTION ITEMS** | | | | | | | | |
| **ACTION** | | | | **ACTION TO BE TAKEN BY** | | | **DATE TO BE ACTIONED BY** | |
| Creation of UML Design | | | | Aaron Loomis | | | Friday, September 8, 2017 | |
| Creation of Device Class | | | | Joe Medina | | | Monday, September 11, 2017 | |
| Review Client Product API Specifications | | | | All | | | Friday, September 8, 2017 | |
| Create Progress Report On-Going Document | | | | Vicky Lym | | | Friday, September 8, 2017 | |
| Familiarize with the Github Version Control Tool | | | | All | | | Monday, September 11, 2017 | |
| **5. NEXT MEETING (if applicable)** | | | | | | | | |
| **DATE** | Friday, September 8, 2017 | | **TIME** | | 1:30 PM | **LOCATION** | | Google Hangout |
| **OBJECTIVE** | Creating Project Requirements | | | | | | | |

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