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| **DATE:** | Saturday, September 9, 2017 |
| **TIME:** | 1:00 p.m. |
| **LOCATION:** | On-line Google Hangout |

 **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, Create Test Cases using our already created Requirements and the Client API Specificstions | | | | | | | | |
| **2. ATTENDEES PRESENT** | | | | | | | | |
| **NAME** | | **DEPARTMENT / DIVISION** | | **EMAIL** | | | **PHONE** | |
| Erin Gurnett | |  | | [Erin.m.gurnett@gmail.com](mailto:Erin.m.gurnett@gmail.com) | | |  | |
| Aaron Loomis | |  | | [Aloomis85419@gmail.com](mailto:Aloomis85419@gmail.com) | | |  | |
| Vicky Lym | |  | | [vlymvw@gmail.com](mailto:vlymvw@gmail.com) | | |  | |
| **3. AGENDA & NOTES, DECISIONS, ISSUES** | | | | | | | | |
| **TOPIC** | | | | **OWNER** | | | **TIME** | |
| Discussed the Requirements Specifications and what must be listed | | | | Vicky Lym | | | 15 min | |
| Discussed what Test Cases need to be created using the Requirements Specifications | | | | Erin Gurnett | | | 1 hour 25 min | |
| Discussed where I found this Meeting Minutes Template  I found this template at:  <https://www.smartsheet.com/free-meeting-minutes-templates-microsoft-word>  Scroll down to the Project Meeting Minutes Template  I changed the image in the upper left hand corner too. | | | | Vicky Lym | | | 15 min | |
| Set up Next Meeting on Monday, September 11, 2017 to Discuss Creation of Unit Test for Test Cases | | | | Vicky Lym | | | 5 min | |
| **4. ACTION ITEMS** | | | | | | | | |
| **ACTION** | | | | **ACTION TO BE TAKEN BY** | | | **DATE TO BE ACTIONED BY** | |
| Choose a Test Case to code a Unit Test, post to slack what Test Case you are coding | | | | All | | | Tuesday, September 12, 2017 | |
| Review Requirements Approval from Client at Next Meeting | | | | All | | | Monday, September 11, 2017 | |
| Review and Update Test Case Descriptions, Add comment to Slack if you make any changes to Test Case Descriptions and which ones you changed | | | | All | | | Monday, September 11, 2017 | |
| Revisit the Requirements as Needed | | | | All | | | Tuesday, September 12, 2017 | |
| **5. NEXT MEETING (if applicable)** | | | | | | | | |
| **DATE** | Monday, September 11, 2017 | | **TIME** | | 2: 00 PM | **LOCATION** | | Google Hangout |
| **OBJECTIVE** | Discuss Creation of Unit Tests for Test Cases | | | | | | | |

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