**COSC 3810**

**Team Meeting Report**

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| **Group# 3** | | **Week # 3 (2/7-2/11)** | | | **Meeting 2 of this week** | |
| **Name of the group members: Andrew Beugnet, Ryan Yang, Sierra Thomas, Eric Machamer, Max Ignatowski** | | | | | | |
| **Meeting date: 2/10** | | **Meeting time: 11:00 AM** | | **Duration: 15 min** | | |
| **Group members who were absent: Sierra Thomas** | | | | | | |
| **Name of the Group member** | **Task completed in this week** | | **Task could not complete in this week** | | | **Tasks for the next week** |
| **Andrew Beugnet** | **Read over project materials** | | **N/A** | | | **Setup GitHub repo** |
| **Sierra Thomas** | **Read over project materials** | | **N/A** | | | **Setup project management software** |
| **Eric Machamer** | **Read over project materials** | | **N/A** | | | **Schedule weekly meeting time** |
| **Max Ignatowski** | **Read over project materials** | | **N/A** | | | **Research possible alternatives for weather stations (APIs)** |
| **Ryan Yang** | **Read over project materials** | | **N/A** | | | **Gather source materials for project** |
| **Comments (if any): Set up meeting time at 3:00 on Fridays,** | | | | | | |
| **Name of the meeting coordinator:**  **Andrew Beugnet** | | | **Signature of the meeting coordinator** | | | |

**COSC 3810**

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| **Group#3** | | **Week # 2/13 – 2/19** | | | **Meeting # of this week 1** | |
| **Name of the group members:**  **Andrew Beugnet, Ryan Yang, Sierra Thomas, Eric Machamer, Max Ignatowski** | | | | | | |
| **Meeting date: 2/17** | | **Meeting time: 12:00pm** | | **Duration: 15 min** | | |
| **Group members who were absent: n/a** | | | | | | |
| **Name of the Group member** | **Task completed in this week** | | **Task could not complete in this week** | | | **Tasks for the next week** |
| **Andrew Beugnet** | **Set up GitHub Repo** | |  | | | **Create UML diagram** |
| **Sierra Thomas** | **n/a** | |  | | | **Research open-source code for UI** |
| **Eric Machamer** | **n/a** | |  | | | **Begin designing UI** |
| **Max Ignatowski** | **n/a** | |  | | | **Create documentation of user and system requirements** |
| **Ryan Yang** | **n/a** | |  | | | **Create documentation of user and system requirements** |
| **Comments (if any):** | | | | | | |
| **Name of the meeting coordinator:**  **Sierra Thomas** | | | **Signature of the meeting coordinator**  **Shape  Description automatically generated with medium confidence** | | | |

**COSC 3810**

**Team Meeting Report**

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| **Group#3** | | **Week # 2/20 – 2/26** | | | **Meeting # of this week 1** | |
| **Name of the group members:**  **Andrew Beugnet, Ryan Yang, Sierra Thomas, Eric Machamer, Max Ignatowski** | | | | | | |
| **Meeting date: 2/24** | | **Meeting time: 12:00pm** | | **Duration: 15 min** | | |
| **Group members who were absent: n/a** | | | | | | |
| **Name of the Group member** | **Task completed in this week** | | **Task could not complete in this week** | | | **Tasks for the next week** |
| **Andrew Beugnet** | **Create UML diagram** | |  | | | **Begin slideshow for iteration 1** |
| **Sierra Thomas** | **Research open-source code for UI** | |  | | | **Design generic template for carousel sections** |
| **Eric Machamer** | **Begin designing UI** | |  | | | **Begin working on back end** |
| **Max Ignatowski** | **Create documentation of user and system requirements** | |  | | | **Begin slideshow for iteration 1** |
| **Ryan Yang** | **Create documentation of user and system requirements** | |  | | | **Begin slideshow for iteration 1** |
| **Comments (if any):** | | | | | | |
| **Name of the meeting coordinator:**  **Sierra Thomas** | | | **Signature of the meeting coordinator**  **Shape  Description automatically generated with medium confidence** | | | |