class meeting minutes

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| --- | --- |
| Location: | Microsoft Teams |
| |  | | --- | | Meeting Start Time: | | Meeting End Time: | | |  | | --- | | 5/27/2022, 3:00:00 PM | | 5/27/2022, 5:39:00 PM | |
| Attendees: | |  | | --- | | George, Anne | | Bunker, Kenyon | | Young, Aaron | | Bowler, Philip | | Mercau Mendoza, Carol | | Oliva Candido, Guillermo | | DePew, Jarom | | Baldwin, Mark | |

# Agenda items

1. Make sure everything is in place to finish the SDD
2. Sprint retrospective
3. Set up one-on-ones twice a week with team members in order to increase communication between our team since asking them to post their status on Teams did not work out well.
4. Write our user stories for the upcoming sprint
5. Break the stories into tasks
6. Set up our story points

# Notes

Carol still needs to set environment

Philip running into trouble to set the environment

Everyone needs to update their set up due to changes made on the repo by Richard

Mark did not feel he could be available to set up one-on-ones twice a week.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Environments ready to run | Class | May 28, 2022 | Extended deadline |
| Design document ready next Friday. | Class | May 28, 2022 | Extended deadline |
| Make changes on SRS based on clients input. | Class | May 27, 2022 | Done |
| Design document ready | Class | May 28, 2022 | Extended deadline |
| Make changes on SRS based on clients input. | Class | May 27, 2022 | Done |
| Set up story points on current tasks | Class | May 23, 2022 @ 8pm | Done |
| Follow up with Mark to figure out one-on-ones | Anne | May 31, 2022 | In Progress |
| Follow up with Philip to help him figure out how to set his environment | Anne | May 31, 2022 | In Progress |
| Send goals to Richard | Anne | May 28, 2022 | In Progress |