Team **M**

Meeting Report / Minutes

recorded by: Everyone (Shared Doc)

**Method** (e.g. Zoom, phone, etc)

**Attendance:** present (**P**) absent(**A**) late(**L**) part time**(%**)

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| --- | --- | --- | --- |
| Date/Method | Time  (Start, End) | Team Members | Attendance  (P)(A)(L)(%) |
| 10/02/2020  MS Teams Video Meeting | 11:47 am  1:13 pm | Alcazar, Walter  Daly, Emily  Migacz, Nick  Tanksley, Zakee | P  P  P  P |

Key Topics: Planned / Discussed

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| Key Topics | Most Important Actions |
| * Discuss Requirements * UML/ Class Diagram * Code Troubleshooting * Github * Concerns * Tools and Access | * Logic discussion * Structure discussion * Codebase review * Restructure of codebase   -Person Class  - (Individual data)  -Relationship Class  - (+2) Variable  - Children Array |

Most Important Actions / Next Steps: (and who will do by when etc.)