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)(%) |
| 10/30/2020  MS Teams Video Meeting | 12:03 am  12:39 | 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 |
| * Code Overview/Discussion * UML Discussion | * **Code overview**   -Possible (seperation of concerns)  -Consolidation of visuals methods into an individual class.  - Consideration of ”Possible Print Class”  -Removal of non-required code.   * **Visuals**   -Java FX  -Considering removal of print statements.   * **UML structuring**   -Minimization for cleaner  -Use Case Requirements |
|  |  |

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

Code overview

-Possible (seperation of concerns) of similar methods to their own files.

-Consolidation of visuals methods into its individual class.(WA)

- Consideration of ”Possible Print Class” (ED)

-Removal of non-required code.()

-Restructuring of Main Class.(WA)

-Requirements for Use cases (ZT)

-Java FX (NM)

-Planning for Meeting (Monday /Friday)(ZT,ED,WA,NM)