Team **M**

Meeting Report / Minutes

recorded by: Nick Migacz

**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)(%) |
| 11/04/2020  MS Teams Video Meeting | 8:00pm  9:30pm | Alcazar, Walter  Daly, Emily  Migacz, Nick  Tanksley, Zakee | P  P  P  A |

Key Topics: Planned / Discussed

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| Key Topics | Most Important Actions |
| * Going over the functionality of each class * Discussing next steps for the code * Figuring what should be included in the UML diagram * Laying out what needs to be done by Friday for the demo and Sunday for Cycle 2 | * Fixing the file structures so the program can be run from main * Complete anything in the code that is needed for the demo on Friday * For Sunday: UML Diagram, update requirements, update use cases, document architecture |

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

* Emily:
  + By Friday: Add temporary class for visuals that were present in cycle 1.5
  + By Sunday: UML Diagram for classes
  + By Sunday: Work on documenting architecture
* Nick:
  + By Sunday: Update requirements and use cases
  + By Sunday: UML Sequence Diagram
* Walter:
  + By Friday: Polish code for demo so everything is functioning properly