CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	Weather Station Analyzer	**Group Number**:	25
Date of Meeting: (DD/MM/YYYY)	08/03/2016	**Time:**	5:40 -
Meeting Facilitator:	Kunal Shah	**Location:**	Hamilton Hall

1. Meeting Objective

Review completed modules
Link finished modules together
Plan next sprint
Make log file

2. Attendees

Name (last name alphabetical order)	Student Number	Role in the Project
Pedro Oliveira	001430273	Team Lead
Pavithran Pathmarajah	001410729	Scrum Master
Pareek Ravi	001410709	Software Developer
Kunal Shah	001419350	Software Developer

3. What has your team done since the last meeting (documents, code, reading material, etc.)?

Description	Owner(s)
Finished last sprint	Everyone
Finished Filter methods	Kunal
Finished Requirements Document	Everyone
Finished ADTs	Pedro

4. Is anything slowing your team down on in your way?

Description	Route cause(s)	The TA feedback
Graphing algorithms	Not 100% familiar with it, learning as we go	

5. What you about to change from the way another team is doing? (Complete it if you have met another team today)

Topic	Another Team methods	Your reflection

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.
Add rows to the tables when it is necessary.
Submitted by: [Name]

5. Notes, Decisions, Issues		
Topic	**Owner**	**Time**
From now on all formal meetings. In tutorial / lab time will be documented on meeting. All informal meetings will be documented on Project Log Started compiling old meetings into project log	Everyone	
Completed scrum sprint 1 Started to discussed scrum sprint 2		

6. What will your team do before the next meeting? (Action Items)		
Action	**Owner**	**Due Date**

5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	03/09/2016	**Time:**	N/A	**Location:**	Online. Voice call
Objective:	Discuss and set a naming convention and set sprint 2				

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