

CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	Weather Station Analyzer	Group Number:	25
Date of Meeting: (DD/MM/YYYY)	04/04/16	Time:	4:30pm – 9:00pm
Meeting Facilitator:	Kunal	Location:	Thode Library

1. Meeting Objective

Meeting to practice presentation

2. Attendees

Name (last name alphabetical order)	Student Number	Role in the Project
Pedro Oliveira	001430273	Team Lead
Pavithran Pathmarajah (Pavi)	001410729	Scrum Master
Pareek Ravi	001407109	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)
Got Rest server working with frontend and backend	Kunal Shah
Finished graphing	Pedro Oliveira Pareek Ravi Pavithran Pathmarajah
Got application fully working – demo ready	All

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

Description	Route cause(s)	The TA feedback

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]

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MEETING MINUTES

5. Notes, Decisions, Issues		
Topic	Owner	Time
Practice Presentation	All	4:30

6. What will your team do before the next meeting? (Action Items)		
Action	Owner	Due Date
Present Presentation	All	05/04/2016

5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	N/A	Time:	N/A	Location:	N/A
Objective:	Sprint Review				

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