

CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	N/A	Group Number:	25
Date of Meeting: (DD/MM/YYYY)	29/01/2016	Time:	9:30am – 11:20am
Meeting Facilitator:	Terin Dhadda	Location:	BSB 244

1. Meeting Objective

The Objective of this meeting is to establish the group members; discuss project ideas.

2. Attendees

Name (last name alphabetical order)	Student Number	Role in the Project
Pavithran Pathmarajah	001410729	Not Yet Established
Kunal Shah	001419350	Not Yet Established
Pedro Olliveria	001430273	Not Yet Established
Pareek Ravi	001407109	Not Yet Established

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

Description	Owner(s)
Individually Thought of Ideas	Everyone

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

Description	Root cause(s)	The TA feedback
N/A		

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
N/A		

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	
Beware of .gz compression it works extrodinarily well.		Pedro Olivera		10:50am	
Not sure how to parse data and what to analyze				10:30am	

6. What will your team do before the next meeting? (Action Items)					
Action		Owner		Due Date	
Complete personal proejct proposals		Everyone		07/02/2016	

5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	02/03/2016	Time:	TBD	Location:	TBD
Objective:	Decide on group project				

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Submitted by: [Name]