

CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	Weather Station Analyzer	Group Number:	25
Date of Meeting: (DD/MM/YYYY)	01/03/2016	Time:	5:00pm – 8:00pm
Meeting Facilitator:	Pavithran Pathmarajah	Location:	Moulton Residence

1. Meeting Objective

Decide Front-End and Back-End languages.
 Decide layout and project process.
 Details of module breakdown.
 Decide on what we want to present for the prototype.

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)
The team has begun breaking down the program into the modules they believe are required	Team

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

Description	Root 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	
DEVELOPMENT METHOD: TDD		Team		5:30pm	
METHODOLOGY: Scrum					
BACK END: Ruby, hosted on azure web-server using free trial					
FRONT END: Deal with later, as per scrum methodology					
Prototype: <ul style="list-style-type: none"> - 2 year data 1 year sampling period. Using city of sandiego - Ruby – Shoes graphics, to show simple output 		Team		6:00pm	
The hardest part of this algorithm will be the graphing poriton for this reason, the team will be focusing heavily on all other aspects this week and than next week. The team will solely be focusing on graphing.					
6. What will your team do before the next meeting? (Action Items)					
Action		Owner		Due Date	
Each team member will complete thire story, for the week		ALL		03/07/2016	
Prepare the stories for enx week		Pavithran Pathmarajah		03/07/2016	
Create requirments Doc as per 2AA4 guidelines		ALL		03/06/2016	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	03/07/2016	Time:	N/A	Location:	N/A
Objective:	Hand out, next Scrum story.				

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Submitted by: [Name]