CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	Weather Station Analyzer	**Group Number**:	25
Date of Meeting: (DD/MM/YYYY)	23/02/2016	**Time:**	4:30 – 6:20
Meeting Facilitator:	Pareek Ravi	**Location:**	XB3 Lab

1. Meeting Objective

Start planning ADT and discussed topic selected for expected future speed bumps and problems.

2. Attendees

Name (last name alphabetical order)	Student Number	Role in the Project
Pedro Oliveira	001430273	Team Lead
Pavithran Pathmarajah	001410729	Back end
Pareek Ravi	001410709	Front end
Kunal Shah	001419350	Algorithm Design

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

Description	Owner(s)
Had a nice Reading Week	Everyone
Submitted topic selected to group dropbox	Pavi

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

Description	Route cause(s)	The TA feedback
Other course's Midterms & Assignment	Other courses	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

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]

MEETING MINUTES

5. Notes, Decisions, Issues		
Topic	**Owner**	**Time**
Kunal is not fully sold on project idea. He is worried that we don't have enough time because the scope is too large.	Kunal	5:00pm
Spent some time to study for CO3 Midterm that is following this lab.	Everyone	5:20pm – 6:20 pm

6. What will your team do before the next meeting? (Action Items)		
Action	**Owner**	**Due Date**
Iniitialize git	Kunal	Firday this week.
Start coding ADT	Everyone	Next meeting

5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	March 2 2016	**Time:**	4:30 pm	**Location:**	Thode
Objective:	Finish ADT				

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Submitted by: [Name]