

CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	Weather Station Analyzer	Group Number:	25
Date of Meeting: (DD/MM/YYYY)	10/04/16	Time:	9:30pm – 11:00pm
Meeting Facilitator:	Kunal	Location:	Thode Library

1. Meeting Objective

Meeting to code and evaluate current position

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)
Presenation	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
Port Mac App to Windows	Pavithran Pathmarajah	9:30pm
Update Requirements document, Design specifications document, UML	All	10:00pm

6. What will your team do before the next meeting? (Action Items)		
Action	Owner	Due Date
Finish Port	Pavithran Pathmarajah	12/04/2016
Hand in project	All	12/04/2016
Complete Peer evaluation	All	12/04/2016

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

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Submitted by: [Name]