

CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	N/A	Group Number:	25
Date of Meeting: (DD/MM/YYYY)	02/03/2016	Time:	10:00pm – 11:30pm
Meeting Facilitator:	Pedro Oliveira	Location:	Molton Residence

1. Meeting Objective

To Discuss current progress and discuss possible algorithm implementations; for each persons data sets

2. Attendees

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

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

Description	Owner(s)
Data Sets Gathered	Everyone
Project Proposal Objective/scope begun	Everyone
Input/Output Defined	Pavithran Pathmarajah

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

Description	Route cause(s)	The TA feedback
Understanding Graphing Algorithm's	Not Taught Yet	Read Ahead

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	
The, U.S data set seems to have the most obviously useful data		Everyone		10:00pm	
The graphing algorithm does not have to be visually represented		Everyone		10:30pm	
The goal of the project is to parse data and get some information out of it; does not have to be earth shattering discovery		Pedro Olivera		10:45pm	
6. What will your team do before the next meeting? (Action Items)					
Action		Owner		Due Date	
Finish Proposal		Everyone		07/02/2016	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	09/02/2016	Time:	TBD	Location:	TBD
Objective:	Decide on final Project; and modulation				

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Submitted by: [Name]