**TEAM MEETING AGENDA**

*For meeting: Wednesday 01/29/2014*

**Team Name: jBehaving**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time: | 5:30pm | End Time: | 6:30pm |

*Attendance:*

|  |  |
| --- | --- |
| *Ashley Finger* | ✔ |
| *Bai Xiong* | ✔ |
| *Cody Lanier* | ✔ |
| *Cody Prior* | ✔ |
| *Daniel Gallegos* | ✔ |
| *Michel Watson* | ✔ |

**AGENDA ITEMS -** Agenda prepared by: *Cody Lanier*

**1.** Review and approve **Minutes** of previous week’s meeting.

NONE

**2.**  Review last week’s work assignments. A current WBS is to be used to identify weekly tasks.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Last Week’s Assignments*** | ***Team Member*** | ***Hours*** | ***Percent Complete*** | ***Status***  ***(on schedule or not)*** | ***Carryover to***  ***Next Week*** |
| NONE |  |  |  |  |  Yes  No |

**3. New Assignments.**

|  |  |  |
| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due Date*** |
| Add background to Team Org Doc | All | Feb 3 @ 11:59p |
| Add resume to Team Organization Doc | All | Feb 3 @ 11:59p |
| Cover page | Cody Lanier | Feb 3 @ 11:59p |

**4. Review and discuss outcomes from meetings held in the previous week.**

NONE

**5**. **Meetings in the coming week:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge* |
| Project Selection | Q&A with potential sponser, Juan Calderon | 02/05/14 | Cody Lanier |
| Team Meeting | Weekly meeting | 02/05/14 | Cody Lanier |

**6. OLD business items**. *These* *would be items carried over from a previous meeting. Assign an agenda item number for each.*

1. None

**7. NEW business items.**  *These would be items placed on the agenda by the team’s Project Manager and any team member*: *Assign an agenda item number for each.*

1. Team Lead Process/Schedule
2. Tools and softwares being used
3. Possible projects
   1. preferred scope

**8. Summary**: Review decisions and assignments made during the meeting. Identify “Key Decisions” and/or issues that should be included in the Project Log’s appendix.

**Minutes to be prepared by:** Bai Xiong

|  |  |  |
| --- | --- | --- |
| **Next Team Meeting Date:** 02/05/14 | **Start time:** 5:30pm | **End time:** 6:30pm |