**TEAM MEETING AGENDA**

*For meeting: Wednesday 02/05/2014*

**Team Name: jBehaving**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time: |  | End Time: |  |

*Attendance:* ✔ or ✖

|  |  |
| --- | --- |
| *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.

**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*** |
| Add background to Team Org Doc | All | 2 | 100 | Yes | No |
| Add resume to Team Organization Doc | All | 3 | 100 | Yes | No |
| Cover page | Cody Lanier | 0.25 | 100 | Yes | No |

**3. New Assignments.**

|  |  |  |
| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due*** ***Date*** |
| Find task tracking software | Bai Xiong | 2/10 @ 11:59p |
| Review Sponsor’s Business Plan | All | 2/12 @ 5:30p |

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

1. Cover sheet

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

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge* |
| Team Meeting | Weekly meeting | 02/12/14 | Cody Lanier |
| Faculty Adviser | Weekly meeting | 02/12/14 | Bai Xiong |

**6. OLD business items**.

1. Task tracking tool
2. Possible other projects

**7. NEW business items.**

1. none

**8. Summary**:

Keep an eye out for interesting projects and play with proposed task tracking softwares to determine favorites.

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

|  |  |  |
| --- | --- | --- |
| **Next Team Meeting Date:** 02/12/14 | **Start time:** 5:30pm | **End time:** 6:30pm |