**TEAM MEETING AGENDA**

*For meeting: Wednesday 02/12/2014*

**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.

Approved

**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*** |
| Review Sponsor’s Business Plan | All | 2 | 100 | Y | N |
| Find task tracking software | Bai Xiong | 1 | 100 | Y | N |

**3. New Assignments.**

|  |  |  |
| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due*** ***Date*** |
| None |  |  |

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

1. Juan’s project is a go

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

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge* |
| Team Meeting | Weekly meeting | 02/19/14 |  |
| Faculty Adviser | Weekly meeting | 02/19/14 |  |

**6. OLD business items**.

1. Producteev is official task tracking software

**7. NEW business items.**

1. Project Scope
   1. **Website**
      1. **Design & Creation** - Need
         1. Build Integrated with Google Apps Engine (more preferred route) and/or Amazon Cloud
      2. **Management/Employee dashboard**
         1. Create Web Database - Need
         2. Event search/view/edit/creation - Need
            1. Assign employees to events and event positions
         3. Financial Analysis- “want”
            1. he said this would be a nice feature to have
            2. This may tie into analytics as a stripped down version
            3. SingleEvent/Day/Month/Year costs/gross/net
            4. variable data range costs/gross/net
         4. Analytics/Statistics/Trends - “want”
            1. This is more detailed stats - weather, vehicle type, day of week, season, location, price-point evaluation, attendance, etc.
            2. he definitely wants this feature, but it may be a lot of work, documentation-wise and would be an excellent bonus during presentation
         5. Time cards - No
            1. he said he will track employee time elsewhere
         6. Other
      3. **Payment Processing** - Need
         1. PayPal
         2. Google Wallet
         3. Credit Cards
         4. Other
      4. **User registration & event sign-up** - Need
         1. Facebook
         2. Google+
         3. Regular Forms
         4. Other
      5. **Even search/views/signup** - Need
         1. Track Dollar Calculator - Need
            1. Event costs
            2. Fixed costs
            3. Total costs
            4. Per track minute costs
         2. Other
      6. **Other**
   2. **Mobile Website** - No
   3. **Mobile App** - No
2. Task Tracking Tool Standard/Guidelines **[Producteev]**:
   1. Creating a task
      1. Label by deliverable
      2. Set due dates per task at a later time (not at initial creation of tasks)
      3. Not using priority ranking
   2. Updating tasks
      1. Create a new task if additional help is needed

**8. Summary**:

1. Questions to Ask:
   1. Scope Adjustment
   2. How to document additional requirements that are “bonuses/wants”?

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

|  |  |  |
| --- | --- | --- |
| **Next Team Meeting Date:** 02/19/14 | **Start time:** 5:30pm | **End time:** 6:30pm |