**TEAM MEETING AGENDA**

*For meeting: Wednesday 2/19/2014*

**Team Name: jBehaving**

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

*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*** |
| none |  |  |  |  |  |

**3. New Assignments.**

|  |  |  |
| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due*** ***Date*** |
| (PC) - Section 1 & 1.1 & Appendix A | *Ashley Finger* | *2/25/14* |
| (PC) - Section 1.2 | *Cody Prior* | *2/25/14* |
| (PC) - Section 1.3 & 1.4 | *Team Effort* | *2/25/14* |
| (PC) - Section 2.1 - 2.3 | *Michel Watson* | *2/25/14* |
| (PC) - Section 3 | *Bai Xiong, Cody Lanier* | *2/25/14* |
| (PC) - Table of Contents | *Cody Lanier* | *2/25/14* |
| Team TimeCard and Status Reports | *Michel Watson* | *2/25/14* |
| Decision Traceability Matrix | *Daniel Gallegos* | *2/25/14* |

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

1. Juan’s project is a go
2. Advisor meetings are one per week

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

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge* |
| Team Meeting | Weekly meeting | 02/26/14 | Cody Lanier |
| Faculty Adviser | Weekly meeting | 02/26/14 | Cody Lanier |

**6. OLD business items**.

1. Producteev standards

**7. NEW business items.**

1. Go over Project Log docs
   1. <http://athena.ecs.csus.edu/~buckley/CSc190/ProjectLog.pdf>
   2. organization
   3. naming conventions
2. look at/start WBS
   1. <http://athena.ecs.csus.edu/~buckley/CSc190/Wbs.pdf>
3. Look at/start Project Charter
   1. <http://athena.ecs.csus.edu/~buckley/CSc190/Poject_Charter_Document.pdf>
4. advisor agenda template

**8. Summary**:

Start completing assigned sections of Project Charter Document

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

|  |  |  |
| --- | --- | --- |
| **Next Team Meeting Date:** 02/26/14 | **Start time:** 5:30pm | **End time:** 6:30pm |