**TEAM MEETING AGENDA**

*For meeting: Wednesday 03/05/2014*

**Team Name: jBehaving**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time: | 5:30p | End Time: | 7:30p |

*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.

**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*** |
| *(PC) - Section 2.1 - 2.3* | Michel Watson | 2.5 |  |  |  |
| *Charter Sect. 4 & 4.1* | Daniel Gallegos | 1.5 |  |  |  |
| *Charter Sect. 4.2* | Ashley Finger | 2.5 |  |  |  |
| *Charter Sect. 5 & Appedix B* | Michel Watson | 30 |  |  |  |
| *Charter Appendix C* | Cody Prior | 30 |  |  |  |
| *Charter Sect. 1.5* | Cody Prior | 30 |  |  |  |
| *Charter Sect. 2.3.3* | Daniel Gallegos | 1 |  |  |  |

|  |  |
| --- | --- |
| ***Producteev Tasks Completed On Time*** | ***TEAM MEMBERS*** |
| Y | 1. Ashley Finger |
| Y | 2. Bai Xiong |
| Y | 3. Cody Lanier |
| N | 4. Cody Prior |
| Y | 5. Daniel Gallegos |
| N | 6. Michel Watson |

**3. New Assignments.**

|  |  |  |
| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due*** ***Date*** |
| *The list of assignments for next week…* |  |  |
|  |  |  |

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

1. There are 5 deliverables this semester, not 3 as suggested last time by me

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

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge* |
| Team Meeting | Weekly meeting | 03/12/14 | Cody Lanier |
| Faculty Adviser | Weekly meeting | 03/12/14 | Cody Lanier |
| PMP | Assignments | 03/12/14 | Cody Lanier |

**6. OLD business items**.

1. Get work done on time

**7. NEW business items.**

1. Baseline schedule
2. Change finalize timesheets process? (Mike’s decision)
3. QA process
4. Margins off and justified text (documentalists)
5. Technical review of charter

**8. Summary**:

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

|  |  |  |
| --- | --- | --- |
| **Next Team Meeting Date:** 03/12/14 | **Start time:** 5:30pm | **End time:** 6:30pm |

**Location:** Ashley’s Apt.