**TEAM MEETING AGENDA**

*For meeting: Wednesday 03/12/2014*

**Team Name: jBehaving**

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

*Attendance:* ✔ or ✖

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

**AGENDA ITEMS -** Agenda prepared by *Ashley Finger*

**(*Each item is numbered.* *The first three items are required. Additional items should reflect what needs to be covered in the meeting. In preparing the minutes, copy the agenda and add comments for each item on the agenda, indicating both decisions and assignments made. If an item was not addressed during the meeting, merely indicate that the item was not discussed. The minutes must have a the same numbered items as appear in the agenda. For each agenda item, the minutes describe how the agenda item was handled*.**

***Teams can use this template, but do not include the comments that are in italics!)***

**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*** |
| Copied list of tasks *assigned* |  |  |  | Yes/No | Yes/No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *SPMP: Intros 2, 2, 6, 7 and Sections 1.1-1.5* | Michel Watson |  |  |  |  |
| *SPMP: All of section 3* | Daniel Gallegos |  |  |  |  |
| *SPMP: All of section 5* | Ashley Finger |  |  |  |  |
| *SPMP: Sections 2.1-2.3* | Cody Lanier |  |  |  |  |
| *SPMP: Sections 6.1-6.2* | Bai Xiong |  |  |  |  |
| *SPMP: All of section 4* | Cody Prior |  |  |  |  |

|  |  |
| --- | --- |
| ***Producteev Tasks Completed On Time*** | ***TEAM MEMBERS*** |
|  | 1. Ashley Finger |
|  | 2. Bai Xiong |
|  | 3. Cody Lanier |
|  | 4. Cody Prior |
|  | 5. Daniel Gallegos |
|  | 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. Charter handed in :-)

**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 | Ashley Finger |
| Faculty Adviser | Weekly meeting | 03/12/14 | Ashley Finger |
| SPMP | Technical Review (part 1) | 03/12/14 | Ashley Finger |

**6. OLD business items**.

**7. NEW business items.**

1. Make sure everyone knows their responsibilities other than the sections assigned for the week
2. New time card format proposal from Michel (?)
3. Since we got the SPMP done in one week we will be doing the technical review in two parts so that we don’t have to have a really long meeting and also so that we can keep our advisor meeting as scheduled

**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:** 03/19/14 | **Start time:** 5:30pm | **End time:** 6:30pm |