**TEAM MEETING AGENDA**

*For meeting: Wednesday 03/19/2014*

**Team Name: jBehaving**

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

*Attendance:* ✔ or ✖

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

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

**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.

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| --- | --- | --- | --- | --- | --- |
| ***Last Week’s Assignments*** | ***Team Member*** | ***Hours*** | ***Percent Complete*** | ***Status***  ***(on schedule or not)*** | ***Carryover to***  ***Next Week*** |
| Read through entire SPMP and make comments | All |  |  |  |  |
| Resolve comments in your sections | All |  |  |  |  |
| Revise Charter & make Corrections | Michel Watson and Cody Prior |  |  |  |  |
| TimeCard Templates | Cody Lanier |  |  |  |  |
| Email Sponsor a copy of SPMP for comments | Bai Xiong |  |  |  |  |

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

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| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due*** ***Date*** |
| SRS section 2.4, 2.5  Formatting on Charter and upload to SacCT (email advisor) | Cody Lanier | 4/04/2014 11:59pm |
| SRS sections 1, 1.1, 3.4 (just the intro, not the subsections) | Cody Prior | 4/04/2014 11:59pm |
| SRS sections 1.2, 2, 3.3 | Michel Watson | 4/04/2014 11:59pm |
| SRS section 1.3  1 or 2 wireframe mockups to bring to next meeting | Bai Xiong | 4/04/2014 11:59pm |
| SRS sections 1.4, 2.1, Appendix A | Ashley Finger | 4/04/2014 11:59pm |
| SRS sections 1.5, 3.2 | Daniel Gallegos | 4/04/2014 11:59pm |

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

1. Good job with the team review of the document!

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

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge* |
| Faculty Adviser | Weekly meeting | 04/02/2014 | Ashley Finger |
| Team Meeting | Weekly meeting | 04/05/2014 | Ashley Finger |
| Sponsor Meeting | Requirements Elicitation | 04/05/2014 | Ashley Finger |

**6. OLD business items**.

1. Charter Revision, completed?
2. Would the team like to read over the Charter individually, or just turn in the revisions that Michel and Cody P. made?
3. Get work done on time, alert team lead if unable to, so that other arrangements can be made. Don’t be afraid to ask for help.

**7. NEW business items.**

1. Sponsor Meeting (4/5/2014)
2. Revise Baseline schedule

**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

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| --- | --- | --- |
| **Next Team Meeting Date:** 04/05/2014 | **Start time:** 10:00am | **End time:** 11:00am |
| **Next Advisor Meeting Date:** 04/05/2014 | **Start time:** 8:00am | **End time:** 10:00am |