**TEAM MEETING AGENDA**

*For meeting: Saturday 04/05/2014*

**Team Name: jBehaving**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time: | 11:00am | End Time: | 12:00pm |

*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*** |
|  |  |  |  | Yes/No | Yes/No |
| SRS: 2.4, 2.5, charter to SacCT | Cody Lanier |  |  |  |  |
| SRS: 1, 1.1, 3.4 intro | Cody Prior |  |  |  |  |
| SRS: 1.2, 2, 3.3, add new baseline dates to decision matrix | Michel Watson |  |  |  |  |
| SRS: 1.3, 1-2 wireframes, confirm meeting with sponsor | Bai Xiong |  |  |  |  |
| SRS: 1.4, 2.1, Appendix A | Ashley Finger |  |  |  |  |
| SRS: 1.5, 3.2 | Daniel Gallegos |  |  |  |  |

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| --- | --- |
| ***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*** |
| Review all work done so far and add comments | Ashley Finger | 04/07/14 11:59pm |
| Continue work on wireframes | Bai Xiong | 04/07/14 11:59pm |
| Review all work done so far and add comments | Cody Lanier | 04/07/14 11:59pm |
| SRS 2.6 | Cody Prior | 04/07/14 11:59pm |
| SRS 2.5 | Daniel Gallegos | 04/07/14 11:59pm |
| SRS 2.4 | Michel Watson | 04/07/14 11:59pm |

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge* |
| Team Meeting | Weekly meeting | 04/09/14 | Ashley Finger |
| Faculty Adviser | Weekly meeting | 04/09/14 | Ashley Finger |
|  |  |  |  |
|  |  |  |  |

**6. OLD business items**.

1. Any questions about past assignments?
2. We will still be dividing up work between people to make the hours for everyone equal, so if you have less hours, you may get more work than others for a few weeks to even things out. As always, let the team lead know if the work load is too much.

**7. NEW business items.**

1. Requirements and Use Cases: Does the team want to do this as a group, or separate into individual tasks like we’ve been doing? We can have a team meeting one Wednesday to knock them out and cancel our advisor meeting for the week if everyone would like to do that.
2. QA suggestions

**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:** 04/09/14 | **Start time:** 5:30pm | **End time:** 6:30pm |