**TEAM MEETING AGENDA**

*For meeting: Wednesday 04/09/2014*

**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*

**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*** |
| Copied list of tasks *assigned* |  |  |  | Yes/No | Yes/No |
| Finish Assignments from the week before and make a list of use cases | Everyone |  |  |  |  |

*The agenda should include whether or not team member reports were submitted as required.*

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

**3. New Assignments.** *List* ***new assignments*** *added to the WBS. Indicate the team member or members that will be assigned to each and the “Due Date” as indicated in the WBS.*

Use Cases can be handwritten but must be in complete detail. We can assign one person to do them all on a computer using the handwritten ones so they are all uniform.

|  |  |  |
| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due*** ***Date*** |
| Use Cases: | Ashley Finger | 04/14/2014 11:59pm |
| Use Cases: | Bai Xiong | 04/14/2014 11:59pm |
| Use Cases: | Cody Lanier | 04/14/2014 11:59pm |
| Use Cases: | Cody Prior | 04/14/2014 11:59pm |
| Use Cases: | Daniel Gallegos | 04/14/2014 11:59pm |
| Use Cases: | Michel Watson | 04/14/2014 11:59pm |
|  |  |  |

**4. Review and discuss outcomes from meetings held in the previous week.**  **5**. **Meetings in the coming week:** *This* *item refers to discussions the team may have regarding meetings scheduled in the next week. Planning would include pre-meeting preparation. The following template could be used:*

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge* |
| Team Meeting | Weekly meeting | 04/16/14 | Bai Xiong |
| Faculty Adviser | Weekly meeting | 04/16/14 | Bai Xiong |

**6. OLD business items**.

1. *any questions about sponsor meeting we had on Saturday?*

**7. NEW business items.**

1. Any questions about sponsor meeting?
2. Go over Use Cases that everyone came up with
3. Divide up use cases for assignments for the week
4. Push back due date for SRS to be turned in?
5. Bai will be taking over after this so make sure to contact her if you have any questions or concerns.

**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:** 04/16/14 | **Start time:** 5:30pm | **End time:** 6:30pm |