**TEAM MEETING AGENDA**

*For meeting: Wednesday 04/16/2014*

**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 *Bai Xiong*

**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*** |
|  |  |  |  | Yes/No | Yes/No |
| Use Cases: 16 - 18 | Ashley Finger |  |  |  |  |
| Use Cases: 4 - 6 | Bai Xiong |  |  |  |  |
| Use Cases: 1 - 3 | Cody Lanier |  |  |  |  |
| Use Cases: 10 - 12 | Cody Prior |  |  |  |  |
| Use Cases: 13 - 15 | Daniel Gallegos |  |  |  |  |
| Use Cases: 7 - 9 | Michel Watson |  |  |  |  |

|  |  |
| --- | --- |
| ***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*** |
| Class PPT |  |  |
| Use Case Model |  |  |
| ERD |  |  |
| Data Dictionary |  |  |
| Table of Contents |  |  |
|  |  |  |
|  |  |  |

**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 | 04/23/14 | Bai Xiong |
| Faculty Adviser | Weekly meeting | 04/23/14 | Bai Xiong |

**6. OLD business items**.

1. Review Use Cases assigned from last week.

**7. NEW business items.**

1. Discuss presentation due for class 4/22
2. Scheduling Sponsor Meeting
3. Organize Use Cases
4. Discuss schedule of tasks

**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:** *Ashley Finger*

|  |  |  |
| --- | --- | --- |
| **Next Team Meeting Date:** 04/23/14 | **Start time:** 5:30pm | **End time:** 6:30pm |