**TEAM MEETING AGENDA**

*For meeting: Wednesday 04/23/2014*

**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.

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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 |
| Class PPT | Bai Xiong |  |  |  |  |
| Use Case Model | Cody Lanier |  |  |  |  |
| ERD | Daniel Gallegos |  |  |  |  |
| Data Dictionary | Michel Watson and Cody Prior |  |  |  |  |
| NFR’s | Cody Prior |  |  |  |  |
| Table of Contents | Ashley Finger |  |  |  |  |
| Intros for sections 2.3, 3, 2.2, 3.1, 3.1.n+1, 3.2 | Ashley Finger |  |  |  |  |
| Approvals Page | Ashley Finger |  |  |  |  |
| Change to Related Use Cases for previously assigned use cases | Everyone |  |  |  |  |
| Add page numbers to the document | Bai Xiong |  |  |  |  |

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

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| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due*** ***Date*** |
| QA Round Robin | Team |  |
| Sponsor Meeting Questions | Team |  |
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**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 | 04/30/14 | Bai Xiong |
| Sponsor Meeting | SRS: Requirements Questions | 04/27/2014 9am | Bai Xiong |
| Sponsor Meeting | Requirements Meeting | 05/10/2014 9am | Bai Xiong |

**6. OLD business items**.

1. Review Use Case Diagram
2. Review ERD

**7. NEW business items.**

1. SRS Section 3.2 Performance Requirements
2. QA - round robin approach
3. Tech review 4/30
4. Submission of SRS

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