**TEAM MEETING AGENDA**

*For meeting: Wednesday 04/27/2014*

**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 *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 |
|  |  |  |  |  |  |
| QA Round Robin | Team |  |  |  |  |
|  |  |  |  |  |  |
| Data Dictionary | Michel  Cody P |  |  |  |  |
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| --- | --- |
| ***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 | 4/29/2014  11:59 PM |
| Complete newly added Use Cases to SRS | Ashley, Bai, Cody L, Daniel | 4/29/2014  11:59 PM |
| Complete Data Dictionary | Michel, Cody P | 4/28/2014  11:59 PM |
|  |  |  |

**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  5:30 PM | Bai Xiong |
| Sponsor Meeting | SRS : Technical Review | 04/30/2014  6:00 PM | Bai Xiong |
| Sponsor Meeting | Requirements Meeting | 05/10/2014 9:00 AM | Bai Xiong |

**6. OLD business items**.

1. Progress of Data Dictionary

**7. NEW business items.**

1. Schedule of tasks for remainder of week
2. Recap of Sponsor meeting

**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*

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| --- | --- | --- |
| **Next Team Meeting Date:** 04/30/14 | **Start time:** 5:30pm | **End time:** 6:00pm |