**ADVISOR MEETING AGENDA**

*For meeting: Wednesday 2/26/2014*

**Team Name: jBehaving**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time: | 6:55pm | End Time: | 7:15pm |

*Attendance:* ✔ or ✖

|  |  |
| --- | --- |
| *Ashley Finger* | ✔ |
| *Bai Xiong* | ✔ |
| *Cody Lanier* | ✔ |
| *Cody Prior* | ✔ |
| *Daniel Gallegos* | ✔ |
| *Michel Watson* | ✔ |

**AGENDA ITEMS: -** Agenda prepared by *Cody Lanier*

1. **Review and approve the minutes of the previous week’s Faculty Adviser meeting.**

Approved

1. **Review “Weekly Status Report”**.

Will have this next week.

**OLD business items**.

1. None

**NEW business items.**

1. Show Project Charter progress
   1. References section
      1. Include Tools and Technologies used (i.e. Google drive, GitHub, etc.)
   2. Sponsor Identification
      1. Include background information.
      2. Include additional information/details to describe sponsor.
   3. Success Criteria
      1. Authentication
      2. More descriptive explanations
      3. more clarity
      4. Perhaps separate sections into Types of Users (i.e. Non-Registered, Regsitered, Admin, Owner)
   4. Section 3.1 - Update deadlines/dates
   5. Section 1.5
      1. Use Flow Charts or similar to give visual representation of information where possible.
      2. Content will be similar to Table of Contents, but more descriptive and slightly more information.
2. Ask Dr. Salem for a reference of an excellent sample of a Project Charter.
3. Advisor Meeting 3/5/2014
   1. There will be no advisor meeting.
4. Project Charter Submission
   1. Submit hard copy to mailbox in department office
   2. Send an email to notify/remind Advisor that deliverable has been submitted.

**NOTE**: The faculty adviser is responsible for the review and approval of all documents. The team is responsible for the technical review and subsequent approval of all documents prior to submittal to the Faculty Adviser. The approved documents must be submitted to the team’s Faculty Adviser for review. The Adviser will review with the team whatever revisions are necessary. The initial submittal of a document would be indicated as a NEW Business item. The submittal of subsequent revisions would be listed under OLD Business.