**ADVISOR MEETING AGENDA**

*For meeting: Wednesday 4/232014*

**Team Name: jBehaving**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time: | 6:45pm | End Time: | 7:00pm |

*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 the minutes of the previous week’s Faculty Adviser meeting.**
2. **Review “Weekly Status Report”**

**OLD business items**.

**NEW business items.**

1. Team Status Update.
   1. still working on SRS and doing QA this week and then tech review coming up next week
2. No advisor meeting 4/30/2014 - tech review
   1. make sure page numbers match table of contents after editing
   2. table title centered under the tables
   3. needs to be accurate and clear because we will be following this document for the rest of the project
   4. document will be turned in next Thursday, May 1
      1. make sure to submit hard copy and soft copy online
      2. also give hard copy of the final draft so she can show students later on
   5. example online is not the highest standard, just an example of one that got an A grade in the past
3. ERD User Questions
   1. use data bus type structure with some users sharing a track for certain things that they can do and then some not sharing for things that only specific users can do

**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.