**TEAM MEETING MINUTES**

*For meeting: Wednesday 2/19/2014*

**Team Name: jBehaving**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time: | 5:50pm | End Time: | 6:45 pm |

*Attendance:* ✔ or ✖

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

Agenda prepared by: Cody Lanier

**AGENDA ITEMS**

**1.** Review and approve **Minutes** of previous week’s meeting.

* Approved Minutes from TM0212

**2.**  Review last week’s work assignments. A current WBS is to be used to identify weekly tasks.

* No Assignments were assigned last week.

**3. New Assignments**

|  |  |  |
| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due*** ***Date*** |
| *(PC) - Section 1 & 1.1 & Appendix A* | *Ashley Finger* | *2/25/14* |
| *(PC) - Section 1.2* | *Cody Prior* | *2/25/14* |
| *(PC) - Section 1.3 & 1.4* | *Team Effort* | *2/25/14* |
| *(PC) - Section 2.1 - 2.3* | *Michel Watson* | *2/25/14* |
| *(PC) - Section 3* | *Bai Xiong, Cody Lanier* | *2/25/14* |
| *(PC) - Table of Contents* | *Cody Lanier* | *2/25/14* |
| *Team TimeCard and Status Reports* | *Michel Watson* | *2/25/14* |
| *Decision Traceability Matrix* | *Daniel Gallegos* | *2/25/14* |

**4. Review and discuss outcomes from meetings held in the previous week.**

* Will clarify 1 meeting per week with advisors. - Yes
* Standards for using Producteev (task tracking tool) are listed on minutes from team meeting 2/12/2014.

**5**. **Meetings in the coming week:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge \** |
| Faculty Adviser | Weekly meeting | 02/26/14 | Cody Lanier |
| Project Charter | Progress of tasks/Assign new tasks | 02/26/14 | Cody Lanier |

*\* The team member responsible for Meeting Preparation, agenda and minutes.*

**6. OLD business items**.

1. Producteev standards?
   1. Reviewed standards discussed from last week’s meeting T0212M.

**7. NEW business items.**

1. Go over Project Log docs
   1. <http://athena.ecs.csus.edu/~buckley/CSc190/ProjectLog.pdf>
      1. [Doc: Official TimeSheet] Compiles team members time to Weekly Time & Status Report - **Michel Watson**
         1. Responsible for checking time entries are correct.
         2. Verifies total team time is correct.
         3. Responsible for printing out for weekly submission.
      2. Decision Traceability Matrix - **Daniel**
         1. Create a template and upload to Google drive.
   2. Organization
   3. Naming conventions
      1. Follow hierarchy of Delivery CD (see end of the document in link above)
2. look at/start WBS
   1. <http://athena.ecs.csus.edu/~buckley/CSc190/Wbs.pdf>
3. Look at/start Project Charter
   1. <http://athena.ecs.csus.edu/~buckley/CSc190/Poject_Charter_Document.pdf>
   2. Each team member start on the assigned tasks as stated in Agenda item #3.
   3. Tentative Schedule: Be finished with Sections 1 & 2 by Tuesday 2/25
   4. Tentative Technical Review Scheduled for Wednesday 3/5
4. Advisor Agenda Template
   1. Clarify summary of team progress
   2. Day of the week to submit deliverables

**8. Summary**:

* Project Charter sections 1-3 were assigned to team members.
* Start on assigned tasks and be finished by next team meeting, Tuesday 2/25.

**Minutes to be prepared by:** Bai Xiong

|  |  |  |
| --- | --- | --- |
| **Next Team Meeting**  **Date:** 02/26/14 | **Start time:** 5:30pm | **End time:** 6:45pm |

**Location:** Ashley’s Apartment