**TEAM MEETING MINUTES**

*For meeting: Wednesday 2/26/2014*

**Team Name: jBehaving**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time: | 5:30p | End Time: | 7:30pm |

*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 **Minutes** of previous week’s meeting.

Approved

**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*** |
| (PC) - Section 1 & 1.1 & Appendix A | *Ashley Finger* | 1.5 | 100 | Y | N |
| (PC) - Section 1.2 | *Cody Prior* | .75 | 100 | Y | N |
| (PC) - Section 1.3 & 1.4 | *Team Effort* | 1 | 75 | Y | Y |
| (PC) - Section 2.1 - 2.3 | *Michel Watson* | 1.5 | 50 | Y | Y |
| (PC) - Section 3 | *Bai Xiong, Cody Lanier* | 2.75  2 | 100 | Y | N |
| (PC) - Table of Contents | *Cody Lanier* | .75 | 99 | Y | N |
| Team TimeCard and Status Reports | *Michel Watson* | 1 | 90 | Y | Y |
| Decision Traceability Matrix | *Daniel Gallegos* | 1.5 | 95 | Y | N |

|  |  |
| --- | --- |
| ***Producteev Tasks Completed*** | ***TEAM MEMBERS*** |
| Y | 1. Ashley Finger |
| Y | 2. Bai Xiong |
| Y | 3. Cody Lanier |
| N | 4. Cody Prior |
| Y | 5. Daniel Gallegos |
| Y | 6. Michel Watson |

**3. New Assignments.**

|  |  |  |
| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due*** ***Date*** |
| *Charter Sect. 4 & 4.1* | Daniel Gallegos | 3/3/2014 11:59pm |
| *Charter Sect. 4.2* | Ashley Finger | 3/3/2014 11:59pm |
| *Charter Sect. 5 & Appedix B* | Michel Watson | 3/3/2014 11:59pm |
| *Charter Appendix C* | Cody Prior | 3/3/2014 11:59pm |
| *Charter Sect. 1.5* | Cody Prior | 3/3/2014 11:59pm |
| *Charter Sect. 2.3.3* | Daniel Gallegos | 3/3/2014 11:59pm |
|  |  |  |
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**4. Review and discuss outcomes from meetings held in the previous week.**

1. There are only 3 deliverables this semester, not 5 as the overall timetable suggests
2. Our wants should be documented as such in the SRS, but a statement made in the assumptions should be made about us not planning on doing the wants at all. If we do get to them as a bonus, Dr. Salem said it is fine to include them.

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

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge* |
| Team Meeting | Weekly meeting | 03/05/14 | Cody Lanier |
| Faculty Adviser | Weekly meeting (to be cancelled) | 03/05/14 | Cody Lanier |
| Charter | Technical Review | 03/05/14 | Cody Lanier |
| PMP |  |  |  |

**6. OLD business items**.

**7. NEW business items.**

1. Roles and responsibilities
   1. Time Card
      1. Ask Salem regarding additional work
      2. [Decision] Standard - put label (based off of TimeSheet) and then add short description
   2. [Decision Matrix](http://drive.google.com/open?id=1PAzQEDe8Ybsy3nBpfyT4EX3nOD3sBf10-hMdbN4OfRE)
      1. Add links to documents
   3. See “[Team Roles & Responsibilities](http://drive.google.com/open?id=1I8a15gtg4q2MjCT8X1mZzDwTemlqNQpQuYkzUaH2q1w)” document
   4. \*Make changes to charter in corresponding section
2. Estimate overall timetable
   1. See [Overall Schedule](http://drive.google.com/open?id=0Agsl7srRs3RAdGN6dDFBT2t3VUtodk12TXlaNEFvdUE) Document
3. new assignments
   1. redirect old assignments
4. Quality Assurance techniques
   1. Sentences/paragraphs/shorthand/bullets
   2. Pair up with another team member and review each other’s work
      1. Create a subtask to approve/sign-off
      2. Leave additional comments in the document for places where both members have questions/reminders
5. Appendices
   1. Add additional sections as needed
6. Communication standards
   1. Use Google Hangout to keep up to date with team
      1. Used for general team chat
      2. Main method for communicating
      3. Decisions made in chat = team lead send email out to team
   2. Critical/important communication = email
7. Goals section
   1. reinforce programming and various language knowledge
   2. working, functional, and complete website
   3. other
8. Security

**8. Summary**:

Finish charter! Technical Review is during next week’s meeting.

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

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| --- | --- | --- |
| **Next Team Meeting Date:** 03/05/14 | **Start time:** 5:30pm | **End time:** 7:30pm |
| **Location:** Ashley’s Apt. |  |  |