**TEAM MEETING MINUTES**

*For meeting: Wednesday 03/05/2014*

**Team Name: jBehaving**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time: | 5:30p | End Time: | 8:00p |

*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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Last Week’s Assignments*** | ***Team Member*** | ***Hours*** | ***Percent Complete*** | ***Status***  ***(on schedule or not)*** | ***Carryover to***  ***Next Week*** |
| *(PC) - Section 2.1 - 2.3* | Michel Watson | 2.5 | 100% | Y | N |
| *Charter Sect. 4 & 4.1* | Daniel Gallegos | 1.5 | 100% | Y | N |
| *Charter Sect. 4.2* | Ashley Finger | 2.5 | 100% | Y | N |
| *Charter Sect. 5 & Appedix B* | Michel Watson | 0.5 | 100% | Y | N |
| *Charter Appendix C* | Cody Prior | 0.5 | 100% | Y | N |
| *Charter Sect. 1.5* | Cody Prior | 0.5 | 100% | Y | N |
| *Charter Sect. 2.3.3* | Daniel Gallegos | 1 | 100% | Y | N |

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

**3. New Assignments.**

|  |  |  |
| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due*** ***Date*** |
| PMP 1-1.5, 2, 6, 7 | Michel Watson | 03/10 @ 11:59pm |
| PMP 2.1-2.3 | Cody Lanier | 03/10 @ 11:59pm |
| PMP 3-3.3 | Daniel Gallegos | 03/10 @ 11:59pm |
| PMP 4-4.6 | Cody Prior | 03/10 @ 11:59pm |
| PMP 5-5.3 | Ashley Finger | 03/10 @ 11:59pm |
| PMP 6.1-6.3 | Bai Xiong | 03/10 @ 11:59pm |

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

1. There are 5 deliverables this semester, not 3 as suggested last time by me

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

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge* |
| Team Meeting | PMP Tech Review | 03/12/14 | Ashley Finger |
| Faculty Adviser | Weekly meeting | 03/12/14 | Ashley Finger |

**6. OLD business items**.

1. Get work done on time
   1. Each document will be turned in depending on the “slowest” progress of the team.
   2. Good team.
   3. Everyone on the team is counting on each other to do their part.

**7. NEW business items.**

1. Baseline schedule
   1. Discussed and Agreed
2. Change finalize timesheets process? (Mike’s decision)
   1. Time period snapshot Agreement = Last Tuesday’s class to the current Tuesday’s class
3. QA process
   1. Create a new task as QA for a specific section
   2. Assign the task to the QA person
   3. Set yourself as a follower to the task
   4. This will allow notifications to be sent properly when items are completed
   5. Standard for evaluating:
      1. Grammer, Spelling
      2. Focused and on-topic
4. Margins off and justified text (documentalists)
   1. Agreed to use justified text
   2. Look out for formatting and margin inconsistency
   3. Add Captions for Tables (1.1, 1.2, etc)
5. Technical review of charter
   1. Everyone has agreed

**8. Summary**: Start on assignments for Software Project Management Plan and complete them for next team meeting.

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

|  |  |  |
| --- | --- | --- |
| **Next Team Meeting Date:** 03/12/14 | **Start time:** 5:30pm | **End time:** 6:30pm |

**Location:** Ashley’s Apt.