**TEAM MEETING MINUTES**

*For meeting: Wednesday 03/12/2014*

**Team Name: jBehaving**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time: | 5:30pm | End Time: | 6:15pm |

*Attendance:* ✔ or ✖

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

**AGENDA ITEMS -** Agenda prepared by *Ashley Finger*

**(*Each item is numbered.* *The first three items are required. Additional items should reflect what needs to be covered in the meeting. In preparing the minutes, copy the agenda and add comments for each item on the agenda, indicating both decisions and assignments made. If an item was not addressed during the meeting, merely indicate that the item was not discussed. The minutes must have a the same numbered items as appear in the agenda. For each agenda item, the minutes describe how the agenda item was handled*.**

***Teams can use this template, but do not include the comments that are in italics!)***

**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*** |
| Copied list of tasks *assigned* |  |  |  | Yes/No | Yes/No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *SPMP: Intros 2, 2, 6, 7 and Sections 1.1-1.5* | Michel Watson | 2.5 | 100% | Y | N |
| *SPMP: All of section 3* | Daniel Gallegos | 3 | 100% | Y | N |
| *SPMP: All of section 5* | Ashley Finger | 5 | 100% | Y | N |
| *SPMP: Sections 2.1-2.3* | Cody Lanier | 2.25 | 100% | Y | N |
| *SPMP: Sections 6.1-6.2* | Bai Xiong | 3.25 | 100% | Y | N |
| *SPMP: All of section 4* | Cody Prior | 3.25 | 95% | Y | Y |

|  |  |
| --- | --- |
| ***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 |
| Y | 6. Michel Watson |

**3. New Assignments.**

|  |  |  |
| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due*** ***Date*** |
| Read through entire SPMP and make comments | All | 3/14/2014 11:59PM |
| Resolve comments in your sections | All | 3/15/2014 11:59PM |
| Revise Charter & make Corrections | Cody Prior  Michel Watson | 3/18/2014 11:59PM |
| QA for SRS sections | All | 3/18/2014 11:59PM |
| TimeCard Templates | Cody Lanier | 3/17/2014 11:59PM |
| Email Sponsor a copy of SPMP for comments | Bai Xiong | 3/13/2014 11:59PM |

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

1. Charter handed in :-)
   1. Great job everyone!

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

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge* |
| Team Meeting | Weekly meeting | 03/19/14 | Ashley Finger |
| SPMP | Technical Review | 03/19/14 | Ashley Finger |

**6. OLD business items**.

1. Change Request Documents
   1. Cody P. email Salem regarding Issue Report Form
   2. Change Request Form will be made by Documentalists (Cody Lanier).

**7. NEW business items.**

1. Make sure everyone knows their responsibilities other than the sections assigned for the week
   1. Roles have slightly change since Team Lead (Cody L -> Ashley) has changed. Review roles in Google Drive.
2. New time card format proposal from Michel
   1. Cody L made a proposal to Michel
   2. Team looked at TimeCard - will try using timecard proposal
      1. Cody L make templates of TimeCard
   3. Start using the new TimeCard 3/18/2014
3. ~~Since we got the SPMP done in one week we will be doing the technical review in two parts so that we don’t have to have a really long meeting and also so that we can keep our advisor meeting as scheduled~~

**8. Summary**: Review your assignments [Check Producteev]. Technical review for SPMP will be done next meeting.

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

|  |  |  |
| --- | --- | --- |
| **Next Team Meeting Date:** 03/19/14 | **Start time:** 5:30pm | **End time:** 7:30pm |