**TEAM MEETING MINUTES**

*For meeting: Wednesday 03/19/2014*

**Team Name: jBehaving**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time: | 5:30pm | End Time: | 7:15pm |

*Attendance:* ✔ or ✖

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

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

**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*** |
| Read through entire SPMP and make comments | All |  | 100% | Y | N |
| Resolve comments in your sections | All |  | 100% | Y | N |
| Revise Charter & make Corrections | Michel Watson & Cody Prior |  | 100% | Y | N |
| TimeCard Templates | Cody Lanier |  | 100% | Y | N |
| Email Sponsor a copy of SPMP for comments | Bai Xiong |  | 100% | Y | N |

|  |  |
| --- | --- |
| ***Report Submitted*** | ***TEAM MEMBERS*** |
| Yes | 1. Ashley Finger |
| Yes | 2. Cody Lanier |
| Yes | 3. Cody Prior |
| Yes | 4. Michel Watson |
| Yes | 5. Bai Xiong |
| Yes | 6. Daniel Gallegos |

**3. New Assignments.**

|  |  |  |
| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due*** ***Date*** |
| SRS section 2.4, 2.5  Formatting on Charter and upload to SacCT (email advisor) | Cody Lanier | 4/04/2014 11:59pm |
| SRS sections 1, 1.1, 3.4 (just the intro, not the subsections) | Cody Prior | 4/04/2014 11:59pm |
| SRS sections 1.2, 2, 3.3 | Michel Watson | 4/04/2014 11:59pm |
| SRS section 1.3  1 or 2 wireframe mockups to bring to next meeting | Bai Xiong | 4/04/2014 11:59pm |
| SRS sections 1.4, 2.1, Appendix A | Ashley Finger | 4/04/2014 11:59pm |
| SRS sections 1.5, 3.2 | Daniel Gallegos | 4/04/2014 11:59pm |
| Add new baseline dates decision to Decision Matrix | Michel Watson | 4/04/2014 11:59pm |
| Confirm Sponsor Meeting with Sponsor | Bai Xiong | 4/26/2014 11:59pm |

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

1. Good job with the team review of the document!

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

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge* |
| Faculty Adviser | Weekly meeting | 04/03/2014 | Ashley Finger |
| Team Meeting | Weekly meeting | 04/05/2014 | Ashley Finger |
| Sponsor Meeting | Requirements Elicitation | 04/05/2014 | Ashley Finger |

**6. OLD business items**.

1. Charter Revision, completed? -Completed
2. Would the team like to read over the Charter individually, or just turn in the revisions that Michel and Cody P. made? -agreed to submit to Advisor 3/20/2014
3. Get work done on time, alert team lead if unable to, so that other arrangements can be made. Don’t be afraid to ask for help.

**7. NEW business items.**

1. Sponsor Meeting (4/5/2014)
2. Revise Baseline schedule
   1. Increased ending date for featured wireframes to 4/30/2014
   2. Pushed back starting date for SRS to 3/19/2014

**8. Summary**: Work on tasks assigned and prepare questions for sponsor meeting.

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

|  |  |  |
| --- | --- | --- |
| **Next Team Meeting Date:** 04/05/2014 | **Start time:** 10:00am | **End time:** 11:00am |
| **Next Advisor Meeting Date:** 04/05/2014 | **Start time:** 8:00am | **End time:** 10:00am |

\*Meeting 5:30 - 6:15pm

\*SPMP Review 6:15pm - 7:15pm