**TEAM MEETING AGENDA**

*For meeting: Wednesday 04/16/2014*

**Team Name: jBehaving**

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

*Attendance:* ✔ or ✖

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

**AGENDA ITEMS -** Agenda prepared by *Bai Xiong*

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

**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*** |
|  |  |  |  | Yes/No | Yes/No |
| Use Cases: 16 - 18 | Ashley Finger | 4 | 100 | Yes | No |
| Use Cases: 4 - 6 | Bai Xiong | 3.5 | 100 | Yes | No |
| Use Cases: 1 - 3 | Cody Lanier | 2.5 | 100 | Yes | No |
| Use Cases: 10 - 12 | Cody Prior | 2.75 | 100 | Yes | No |
| Use Cases: 13 - 15 | Daniel Gallegos | 3 | 100 | Yes | No |
| Use Cases: 7 - 9 | Michel Watson | 2.75 | 100 | Yes | No |

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

**3. New Assignments.** *List* ***new assignments*** *added to the WBS. Indicate the team member or members that will be assigned to each and the “Due Date” as indicated in the WBS.*

Use Cases can be handwritten but must be in complete detail. We can assign one person to do them all on a computer using the handwritten ones so they are all uniform.

|  |  |  |
| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due*** ***Date*** |
| Class PPT | Bai Xiong | 04/13/2014 11:59pm |
| Use Case Model | Cody Lanier | 04/22/2014 11:59pm |
| ERD | Daniel Gallegos | 04/22/2014 1:59pm |
| Data Dictionary | Michel Watson and Cody Prior | 04/22/2014 11:59pm |
| NFR’s | Cody Prior | 04/22/2014 11:59pm |
| Table of Contents | Ashley Finger | 04/22/2014 11:59pm |
| Intros for sections 2.3, 3, 2.2, 3.1, 3.1.n+1, 3.2 | Ashley Finger | 04/22/20104 11:59pm |
| Approvals Page | Ashley Finger | 04/22/2014 11:59pm |
| Change to Related Use Cases for previously assigned use cases | Everyone | 04/22/2014 11:59pm |
| Add page numbers to the document | Bai Xiong | 04/22/2014 11:59pm |
|  |  |  |
|  |  |  |

**4. Review and discuss outcomes from meetings held in the previous week.**  **5**. **Meetings in the coming week:** *This* *item refers to discussions the team may have regarding meetings scheduled in the next week. Planning would include pre-meeting preparation. The following template could be used:*

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge* |
| Team Meeting | Weekly meeting | 04/23/14 | Bai Xiong |
| Faculty Adviser | Weekly meeting | 04/23/14 | Bai Xiong |
| Sponsor Meeting | SRS: Requirements Questions | 04/26/2014 9am | Bai Xiong |
| Sponsor Meeting | Requirements Meeting | 05/10/2014 9am | Bai Xiong |

**6. OLD business items**.

1. Review Use Cases assigned from last week.
   1. leave the “manage” title which will include all the aspects of CRUD

**7. NEW business items.**

1. Discuss presentation due for class 4/22
   1. need powerpoint with use cases and 2 or 3 specific use cases more in depth
   2. will expand on manage track day events, manage garage, register/pay for event
   3. only going to show the ones that we will be expanding on, not all 17
2. Scheduling Sponsor Meeting
3. Organize Use Cases
   1. delete the duplicate use case for viewing photos, keep it with the manage photos use case
4. Discuss schedule of tasks
5. New terminology for Non-registered user and Registered user
   1. Guest and Member - Cody Lanier will change throughout the document

**8. Summary**: Review decisions and assignments made during the meeting. Identify “Key Decisions” and/or issues that should be included in the Project Log’s appendix.

**Minutes to be prepared by:** *Ashley Finger*

|  |  |  |
| --- | --- | --- |
| **Next Team Meeting Date:** 04/23/14 | **Start time:** 5:30pm | **End time:** 6:30pm |