**TEAM MEETING AGENDA**

*For meeting: Wednesday 04/23/2014*

**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* | ✔ (5:45pm) |

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

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

Reviewed/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*** |
|  |  |  |  | Yes/No | Yes/No |
| Class PPT | Bai Xiong | 3 | 100 | Yes |  |
| Use Case Model | Cody Lanier | 4 | 90 | No | Yes |
| ERD | Daniel Gallegos | 4 | 85 | No | Yes |
| Data Dictionary | Michel Watson and Cody Prior | cody p = 2  michel = 2.5 | 70 | No | Yes |
| NFR’s | Cody Prior |  | 98 | No | Yes |
| Table of Contents | Ashley Finger | .25 | 100 | Yes | No |
| Intros for sections 2.3, 3, 2.2, 3.1, 3.1.n+1, 3.2 | Ashley Finger | 3 | 100 | Yes | No |
| Approvals Page | Ashley Finger | .25 | 100 | Yes | No |
| Change to Related Use Cases for previously assigned use cases | Everyone |  | 100 | Yes | No |
| Add page numbers to the document | Bai Xiong | .75 | 100 | Yes | No |

|  |  |
| --- | --- |
| ***Producteev Tasks Completed On Time*** | ***TEAM MEMBERS*** |
| Y | 1. Ashley Finger |
| Y | 2. Bai Xiong |
| Y | 3. Cody Lanier |
| N | 4. Cody Prior |
| N | 5. Daniel Gallegos |
| N | 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*** |
| QA Round Robin  Read and Edit small things/Comment on large things  Team 1: Sections 1, 2, and 4  Team 2: Sections 3, and Data Dictionary | Team 1: Daniel Michel and Cody P  Team 2: Ashley Bai Cody L \*Data Dictionary done Sunday and Monday | 4/26/2014 11:59pm  (Thursday Friday and Saturday) |
| Review sections again | Team 1 and Team 2 | 4/28/2014 11:59pm  (Sunday Monday and Tuesday) |
| Sponsor Meeting Questions  *\*bring to Sponsor Meeting* | Team | 4/26/2014 11:59pm |
| Finish Data Dictionary | Cody P and Michel | 4/26/2014 11:59pm |
| Finish UC Diagram  *\*bring to Sponsor Meeting*  *\*review notes from Advisor Meeting* | Cody L | 4/26/2014 11:59pm |
| Finish ERD  *\*bring to Sponsor Meeting* | Daniel | 4/26/2014 11:59pm |
| Functional Requirements | Daniel | 4/27/2014 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 | 04/30/14 5:30pm | Bai Xiong |
| Sponsor Meeting | SRS: Requirements Questions | 04/27/2014 9am | Bai Xiong |
| Sponsor Meeting | Requirements Meeting | 05/10/2014 9am | Bai Xiong |

**6. OLD business items**.

1. Review Use Case Diagram
   1. team likes it the new condensed way - renumber use cases in SRS accordingly
   2. edit garage? - keep use case
2. Review ERD
   1. keep “user” term in current ERD? - split user up into separate users

**7. NEW business items.**

1. SRS Section 3.2 Performance Requirements
   1. ask Juan during sponsor meeting about limitations
2. Data Dictionary
   1. Needs revision according to the layout in the guidelines for the SRS
3. QA - round robin approach
   1. Team 1: Michel, Daniel, Cody P (sections 1, 2, 4)
   2. Team 2: Ashley, Bai, Cody L (section 3 and data dictionary)
4. Tech review 4/30
   1. Ashley’s apartment
   2. No Advisor meeting that day
5. Submission of SRS
   1. Deadline to submit is Thursday 5/1/14

**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*

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