**TEAM MEETING MINUTES**

*For meeting: Wednesday 04/27/2014*

**Team Name: jBehaving**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time: | 11:00am | End Time: | 12:00pm |

*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.

* Approved

**2.**  Review last week’s work assignments. A current WBS is to be used to identify weekly tasks.

*Hours calculated 4/22-4/26*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Last Week’s Assignments*** | ***Team Member*** | ***Hours*** | ***Percent Complete*** | ***Status***  ***(on schedule or not)*** | ***Carryover to***  ***Next Week*** |
|  |  |  |  | Yes/No | Yes/No |
|  |  |  |  |  |  |
| QA Round Robin | Team | Ashley: 5  Cody L: 3  Bai: 3  Cody P: 1  Daniel: 3  Michel: 3 | 70% | Yes | No |
|  |  |  |  |  |  |
| ERD and Functional Requirements | Daniel | 3 | 95% | Yes | No |
| Use Case Diagram | Cody L | 8 | 80% | Yes | No |
|  |  |  |  |  |  |
| Data Dictionary | Michel  Cody P | Michel: 3.25  Cody P: 1 | 80% | Yes | Yes |

|  |  |
| --- | --- |
| ***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.*

|  |  |  |
| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due*** ***Date*** |
| QA Round Robin | Team (same groups as last week) | 4/29/2014  11:59 PM |
| Complete newly added Use Cases to SRS | Ashley, Bai, Cody L, Daniel | 4/29/2014  11:59 PM |
| Complete Data Dictionary | Michel, Cody P | 4/28/2014  11:59 PM |
|  |  |  |

**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  5:30 PM | Bai Xiong |
| Sponsor Meeting | SRS : Technical Review | 04/30/2014  6:00 PM | Bai Xiong |
| Sponsor Meeting | Requirements Meeting | 05/10/2014 9:00 AM | Bai Xiong |

**6. OLD business items**.

1. Progress of Data Dictionary
   1. Still needs additional fields per the sponsor meeting

**7. NEW business items.**

1. Schedule of tasks for remainder of week
   * Additional Use Cases that have been added need to be completed
   * QA of Data dictionary needs to be completed by Tuesday as assigned.
2. Recap of Sponsor meeting
   * Additional Use cases have been added and reorganizing of the use cases to match with the Use Case Diagram needs to be done.
   * ERD needs to be fixed with the users separated out to Members and Employees.
   * Data Dictionary needs to be updated per the discussions from the sponsor meeting.
     + External User - \*needed fields: emergency contact (name and phone number), address (city state and zip), phone number x2 (1 mandatory, 1 optional), personal email, flag for deletion, password
     + Internal User - \*needed fields address (city state and zip), work email, flag for inactive, personal email, phone number x2 (option and mandatory, emergency contact (name and phone number), password, permissions level
     + Forum - event ID, date entered (oldest and newest displayed), user ID, comment, link to forum posting
     + Vehicle - \*needed fields: make color year
     + Event - Event ID, date, time (start and finish), track, price, autocreated forum log and manifest, employees working event (1-3 employees per event), max amount of people who can attend for event and per level
     + Track - contact name, address, phone number, track name, deactivated flag (need use cases)
     + Manifest - user ID, level registered as, willing to give ride alongs, wants a rider, confirmation number user gets when they register and pay
     + Refund - user ID (registered for event and the one granting refund), event ID, amount, reason for request, reason for approving or denying, approved or denied field, register for event confirmation number

USE CASES TO ADD/EDIT/DELETE:

* Manage Accounts:
  + delete account - HR \*change to Account Admin?
    - anonymize external, flag as inactive for internal
  + Deactivate external account: standard employee can do
  + view accounts: change from view internal account
    - search accounts
    - view all
  + update permission levels for internal account
  + change use case: update account: now everyone can update their own info
* Delete view announcement use case
* Events
  + view all events
    - alternate courses: sort, search, view past events and view individual event
* Tracks: event manager and owner
  + view
  + search
  + update
  + set as inactive
  + add
* Photos: add to current use cases
  + caption photo - in add photo
  + edit caption - in edit photo use case
* Event
  + rename to cancel event instead of delete
    - fix use case to send out automatic refund request for any registered members on the manifest if there are any
  + remove from event manifest
* Forum Log
  + add forum log entry
  + add comment

**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:** 6:00pm |