**TEAM MEETING AGENDA**

*For meeting: Wednesday 04/30/2014*

**Team Name: jBehaving**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time: | 5:30pm | End Time: | 6:00pm |

*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.

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

*hours calculated 4/24/2014-4/28/2014*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***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: 1  Bai: 2  Cody L: 2  Daniel: 1  Cody P: 1  Michel: 1 | 100% | Yes | No |
| ERD | Daniel | 2 | 95% | Yes | No |
| Complete newly added Use Cases to SRS | Ashley  Bai  Cody L  Daniel | Ashley: 1  Bai: 4.25  Cody L: 4.5  Daniel: 2 | 100% | Yes | No |
| Complete Data Dictionary | Michel  Cody P | Cody P: 1.5  Michel: 1 | 95% | Yes | No |

|  |  |
| --- | --- |
| ***Producteev Tasks Completed On Time*** | ***TEAM MEMBERS*** |
| Yes | 1. Ashley Finger |
| Yes | 2. Bai Xiong |
| Yes | 3. Cody Lanier |
| Yes | 4. Cody Prior |
| Yes | 5. Daniel Gallegos |
| Yes | 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*** |
| Format SRS | Ashley Finger | 5/1/2014 10am |
| Turn in hard copy of SRS | Bai Xiong | 5/1/2014 12pm |
| Submit soft copy of SRS on SacCT | Ashley Finger | 5/1/2014 10am |

**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 Team Meeting | 05/07/2014  5:30 PM | Bai XIong |
| Advisor Meeting | Status Update/SRS Feedback | 05/07/2014  6:45 PM | Bai Xiong |
| Sponsor Meeting | Requirements Meeting | 05/10/2014 9:00 AM | Bai Xiong |

**6. OLD business items**.

1. Team work effort - Great job!

**7. NEW business items.**

1. Remaining schedule of the Semester
   1. haven’t heard from Prof. about a presentation for the class so no assignments on that yet
   2. haven’t heard from Prof. when project log will need to be turned in by so no assignments on that either
2. Final comments for Submission of SRS
   1. Cody L sent sample of how to format and we will stay consistent with that
3. Process for Tech Review
   1. Go through comments in the document first
   2. Go through more of the document if we have time/if needed

**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:** 05/07/14 | **Start time:** 5:30pm | **End time:** 6:00pm |