**TEAM MEETING AGENDA**

*For meeting: Wednesday 05/07/2014*

**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* | ✔ (late 5:37pm) |

**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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***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: 4  Bai: 3  Cody L: 1  Cody P: 0  Daniel: 3  Michel: | 100% | Yes | No |
| Data Dictionary | Michel  Cody P | Cody P: 0  Michel: 1.5 | 100% | Yes | No |
| Complete newly added Use Cases to SRS | Ashley  Bai  Cody L  Daniel | Ashley: 4.5  Bai: 2.75  Cody L: .75  Daniel: 2 | 100% | Yes | No |
| Complete Data Dictionary | Michel  Cody P | Michel: 1.5  Cody P: 0 | 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.**

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*** |
| Presentation Slides | Ashley: Risks  Bai: Features  Cody L: Sponsors Info and Features  Cody P: Needs and Solution  Michel: Technical Skills | 5/9/2014  11:59 PM |
| Revise SRS (soft copy?) | Daniel | 5/9/2014  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* |
| Sponsor Meeting | Requirements Meeting | 05/10/2014 9:00 AM | Bai Xiong |
| Team Meeting | Weekly Team Meeting | 05/14/2014  5:30 PM | Bai Xiong |

**6. OLD business items**.

1. Review SRS Feedback (things to ask about in advisor meeting)
   1. dots on table of contents
   2. section 2.6 copied and pasted from last deliverable and no questions there, why are we getting marked down now?
   3. specific requirements, section 3, need and want - define in section, but don’t be repetitive through document
      1. need and want were from template, why get marked down for using those terms
   4. differences between numbers and bullets
      1. we had this in all documents, why getting marked down now?

**7. NEW business items.**

1. Requirements Meeting
   1. Saturday 9AM in RVR
2. Final Presentation
   1. Tuesday in class (third)

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