**CSC 440/540**

**Team 2 Meeting Agenda**

**Date:** 1/18 **Primary Facilitator:** Curtis

**Start:** 5:15 P.M. T**imekeeper:** Jason

**End:** 6:00 P.M. **Minute Taker:** Brian

**Room:** Steely Library 3rd Floor

**1. Objective**

Establish team management, organization, and project details so we can begin working together in an efficient manner.

**2. Status [Allocated Time: 10 minutes]**

Everyone: Are we all on the same page about where we stand and how we move forward? Two members changed teams.

**3. Discussion Items [Allocated Time: 30 minutes]**

3.1 Assign member roles

3.2 Confirm language and platform we will use in development

3.3 Confirm group communication mechanism

3.4 What cloud service will we use? (Amazon EC2, Microsoft Azure, Google App)

3.5 What comm type will we use between the device and cloud? (FTP, HTTP, etc)

3.6 What will we work on during the first week?

3.7 Who is responsible for which part of the system?

**4. Wrap up [Allocated Time: 5 minutes]**

4.1 Review and assign new action items

4.2 Meeting critique