Open Classes SE Group |MINUTES

Meeting date | time 1/26/2016 3:05 PM | Meeting location BO 320

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  | | --- | --- | | Meeting called by | Dr. Stringfellow | | Type of meeting | Initial Group Meeting | | Facilitator | NA | | Note taker | Amy Knowles | | Timekeeper | NA | | |  | | --- | | Attendees  Steven Kundert  Vaisali Namburi  Yashwanth Reddy Muddireddy  Amy Knowles | |

# Agenda topics

Time allotted | [Time] | Agenda topic Contact Info Share | Presenter [Name]

Discussion: Create a broadcast list in WhatsApp with all group members. Individual contact information will be disseminated via an image of the document created in class through the WhatsApp broadcast list. Creation of a github repository for storage of code and other documentation was also discussed

| Action items | Person responsible | Deadline/Completion |
| --- | --- | --- |
| Create WhatsApp broadcast list | Yashwanth | 1/26/2016 3:36 PM |
| Send image of contact info via WhatsApp broadcast list | Amy | 1/26/2016 11:00 PM |

Time allotted | [Time] | Agenda topic Meeting Times | Presenter [Name]

Discussion: An attempt was made to avoid standing meetings on Mondays and Fridays. After a short discussion we decided to meet on Wednesdays @ 11:00 in BO 120. The first meeting will be 2016 January 27 @ 11:00 in BO 120.

| Action items | Person responsible | Deadline/Completion |
| --- | --- | --- |
| First meeting scheduled | Discussion | 1/27/2016 11:00 AM |

Time allotted | [Time] | Agenda topic Project Choice & Language | Presenter [Name]

Discussion: Steven and Yashwanth opened discussion with their preference for the Open Classes project. Vaisali and Amy agreed. Team proposed their choice to Dr. Stringfellow and she accepted. Since this project deals mainly with processing text strings and the customer requested a GUI, the team concluded that Java would work well for those requirements. Vaisali and Yashwanth are very familiar with Java, Amy is currently learning Java for the SEE project, and Stephen had learning Java on his to do list.

| Action items | Person responsible | Deadline/Completion |
| --- | --- | --- |
| Project Choice – Open Classes project | Discussion | 1/26/2016 3:10 PM |
| Project Language - Java | Discussion | 1/26/2016 3:15 PM |