**Team A**

Meeting Minutes

02/02/2017 3:20 pm.

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| **Invited**:  Dana Parmenter  Logan Wickham  Morton Beau  Andrew Tolman | **Attendees**:  Dana Parmenter: Cordinator  Logan Wickham: Monitor  Morton Beau: Checker  Andrew Tolman: Recorder |

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| **Agenda Item** | **Time** |
| Break up SRS into roles | 10 min |
| Readdress Milestone 1 Deliverables | 15 min |
| Verify SVN Test file transfer | 5 min |
| Q&A get any unresolved issue addressed | 5 min |
| Schedule Next meeting | 5 min |

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| **Decisions Made** | **Time** |
| Broken SRS up (see chart at bottom) | 10 min |
| Readdressed Milestone 1 (emphasis on SRS/ use case) | 5 min |
| Conclusion on workload Distribution. (We will as a team collaborate scenarios and abstract them into use cases. Following we will distribute use cases to appropriate personnel) | 15 min |
| Readdressed Scope(everyone on same page) | 5 min |
| Work Assignment: (All #’s are in reference to SRS template  table of contents item #)   * Dana Parmenter – (2.1,2.3,2.4) * Logan Wickham - ( 4, 6) & Upload template * Morton Beau – 1 & Begin Dev elopement of GUI, * Andrew Tolman – (2, 9) | **Progress**  **Due**: Next meeting  Upload Template to Google docs, everyone to make at least one alteration. |

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| **New Problems/ Challenges** | **Assignee** |
| In order for the distribution to work, collaboration and feedback must be a priority. (Next meeting to collect/ discuss progress) | Everyone |
| Everyone must have functional access to documents to make changes. Including SVN and Google Docs | Everyone |
| Keep lines of communication open. (when in doubt make clear assumption and record) | Everyone |

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| **Action Items for follow-up** | **Assignee** | **Time** |
| (See work assignments) | (See work assignments) | (See work assignments) |

**Next Meeting:** 02/06/17 3:30 pm. East Building

**Agenda**: Scenarios/ develop use cases

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|  |  | SRS |  |  |
| Beau:  Product Concept, | Dana:  Stakeholder,  Functional Features,  Product Interfaces | Logan:  Performance Requirements,  Maintenance and Support | Andrew:  Product Description and Functional Overview,  Use Cases | \* Use Cases,and Schedule will be generated by collaborate-ration,  \*\* GUI will be kicked off  by Beau. |