Team Name: Fons de Fabis

Date of Submission: 9/5/2021

Meeting Date & Time: 9/5/2021 12:30pm

Meeting Location: Discord

Meeting Duration: 1:00 pm

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| --- | --- | --- |
| Team Members | X = Present | Notes |
| Cody Phillips | X |  |
| Caiden Pyle | X |  |
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Progress:

Decided that the Wichita Police Department project would be a good fit given all team member’s experience with software development.

NOTES:

1) A team member present at the meeting but making no contributions risks a ZERO for the weekly minutes.

2) A team member missing the meeting without providing data to the team in advance of the team meeting risks a ZERO for the weekly minutes.

3) A team member missing more than two weekly team meetings and having no significant contact with the team risks a ZERO for weekly minutes and a ZERO for any assignments completed by the team when absent.

Project Tracking (current work): Assignments and activities are to be tracked until completed.

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| Team Member | Assignment | Due Date | % Complete |
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Plan (future work):

A brief description of the tasks and activities the team needs to accomplish work over the coming weeks. As team members pick up assignments, move from this table to the tracking table. Consider future work a running task-list with an expected due date for completion.

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| Assignment | Due Date |
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Issues:

Include a brief description of issues the team has encountered, and potential resolutions for the issues. If the team would like staff to help with the issues, this is the appropriate place to request assistance.

Include the schedule for the next meeting:

Meeting Date & Time: 9/12/2021

Meeting Location: Discord