Each team should be writing a brief description summarizing the weekly meeting(s). All groups should hold at least one meeting per week. If only one meeting is held during the week, participation by all team members is expected. Members not able to attend the team meeting should provide current project assigned work status and requisite data prior to the team meeting. The team meeting minutes submitted will be part of the team grade.

Feel free to meet as often as needed, but only one “Weekly Minutes” submission needs to be accomplished per week. Please submit via Blackboard in a **Word** document file.

The format for team minutes:

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Team Name: Fons de Fabis

Date of Submission: 9/12/2021

Meeting Date & Time: 6:00 pm

Meeting Location: Discord

Meeting Duration: 1 hour

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

Progress:

Reached out to Wichita police department and started to discuss various ways to approach the given problem, such as URL’s, web interfaces, apps, et cetera. Started researching options as well as how to write a white paper which is one of the Wichita police department’s requirements.

Cody Phillips:

Reached out to the police department and started scoping the problem. Started to research different ways to approach the problem.

Caiden Pyle:

Assisted in researching project ideas as well as researched options, resources, costs of different options.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Assignment | Due Date | % Complete |
| Cody Phillips | Researched QRL, research app vs webpage options | 10/1/2021 | 69% |
| Caiden Pyle | Research apple products and apple development options, research costs associated with different options | 10/1/2021 | 96% |
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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.

|  |  |
| --- | --- |
| Assignment | Due Date |
| Setup meeting with Lt. Augustine to get scope for future work | 9/19/2021 |
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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: 9/19/2021

Meeting Location: Discord