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 11/14/2021

Meeting Date & Time 11/14/21 1:00

Meeting Location Discord

Meeting Duration 1 hour

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

Progress:

Started creating orientation video for the product showcase. Started gathering equipment for the showcase. Started working on the technical presentation for the showcase.

Cody Phillips

Began work on the orientation video for the showcase and started gathering audio equipment for the video to be displayed at the product showcase.

Caiden Pyle

Started work on the technical presentation for the product showcase and gathering video equipment for the orientation video to be displayed at the product showcase.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Assignment | Due Date | % Complete |
| Cody Phillips | Establish requirements based on previous week’s meeting | 11/21/21 | 40% |
| Caiden Pyle | Interview end users to establish requirements | 11/21/21 | 60% |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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 |
| Research database options per meeting requirements | 11/21/21 |
| Research police department’s current infrastructure | 11/21/21 |
| Finalize rough draft of white paper | 12/01/21 |
| Finish setting up apple development environment | 12/01/21 |
| Provide police department with finalized white paper / get feedback | 12/01/21 |
|  |  |
|  |  |

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 Discord 11/21/21

Meeting Location Discord