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 9/26/2021

Meeting Date & Time 9/26/21 11:00

Meeting Location Discord

Meeting Duration 1 hour

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

Progress:

Create outline for work that needs to be completed at certain dates throughout the semester. Researched options on scanning QR codes, created chart of the pros and cons of each option with associated costs and data ownership concerns.

Cody Phillips

Research options for scanning QR codes and create flowchart of pros and cons of each feasible individual option. Chart includes costs of each option as well as data ownership concerns.

Caiden Pyle

Created outline of future work that needs to be done with dates that each action item needs to be completed by. Created plan for acquiring resources needed for project.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Assignment | Due Date | % Complete |
| Cody Phillips | Research QR research app vs webpage options | 10/1/2021 | 90% |
| Caiden Pyle | Research apple development options and associated costs | 10/1/2021 | 98% |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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 (web form options) | 10/3/21 |
| Meet with police department members, discuss project scope | 10/10/21 |
| Establish requirements based on previous week’s meeting | 10/17/21 |
| Interview end users to establish requirements | 10/24/21 |
| Research database options per meeting requirements | 11/2/21 |
| Research police department’s current infrastructure | 11/9/21 |
| Finalize rough draft of white paper | 11/16/21 |
| Finish setting up apple development environment | 11/22/21 |
| Provide police department with finalized white paper / get feedback | 11/29/21 |
|  |  |
|  |  |

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 9/26/21

Meeting Location Discord