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| ***Meeting number:***  **Project Meeting Record**  **Team: Onesies** | 1 |
| ***Type of meeting:*** | Recap and SCM Plan |
| ***Date:*** | 9/9/13 |
| ***Start time:*** | 6:00PM |
| ***Duration:*** | 2 hours |
| *Participant Roles* ***Facilitator:***  ***Recorder:***  ***Timekeeper:***  ***Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | Jaime Peña |
|  | Jaime Peña |
|  | Jaime Peña |
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| ***Subject/Meeting Objective:*** | Reviewing last semester’s project, discussing new SRS, Going over division of SCM |

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| ***Meeting Agenda:*** | 1. ( 20 min) - Reviewing Last Semester’s project |
| 2. ( 30 min) - Discussing new SRS and requirements |
| 3. ( 70 min) - Dividing up sections for SCM document, researching, and starting document |
| 4. ( min) |
| 5. ( min) |
| 6. ( min) |

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| ***Member Status:*** | **Name 1:** | Carlos Montijo – Present |
| **Name 2:** | Achim Schweighofer – present |
| **Name 3:** | Heber Ramirez – present |
| **Name 4:** | Jaime Pena – present |
| **Name 5:** | Alexandra Rebollosa – present |

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| ***Action Items:*** | **Name 1:** | Carlos Montijo: Reviewing requirements for repositories and version controls to be used |
| **Name 2:** | Jaime Pena: Discussed last semester’s project, new SRS, and starting SCM |
| **Name 3:** | Achim Schweighofer – Reviewing requirements for repositories and version controls to be used, starting SCM |
| **Name 4:** | Heber Ramirez – Discussed last semester’s project, new SRS, and starting SCM |
| **Name 5:** | Aelxandra Rebollosa - Discussed last semester’s project, new SRS, and starting SCM |

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| ***Attachments:*** | * Summary of Covered Topics * Summary of Decisions * Summary of Conclusions | * Summary of Next Steps * Items for Future Consideration * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| ***Meeting’s Overall Score:***  ***Comments:*** | Unproductive 1 2 3 4 5 6 **7** 8 **9** 10 Productive |

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| ***Next Meeting:*** | Date: 9/11/13 Time: 10:30am Location: LART 208  Subject/Meeting Objective: Put together SCM Plan |