**Project Meeting Guidelines**

The following are a set of guidelines that a required for each meeting you hold, whether it be with your customers or with your group members.

1. All meetings must have predefined agenda. This should have the intended date of the meeting and all topics to be discussed.
2. Each meeting must be recorded. Recording must be stored for the entirety of the course and made available to me upon request.
3. There should be an official note taker for each meeting. This person is responsible to filling out the attached template of the Meeting Minutes. The meeting minutes should be added to your repository of documents no more than 2 days after the meeting was completed. The facilitator of the meeting will either be the project manager or the person in charge of that specific sprint/goal; they should not be the note taker.
4. Some meetings will require business attire, specifically presentations to your customer.
5. I will request to present in at least 2 -3 of your customer meetings throughout the semester.
6. You should hold official weekly meetings with your team for status update purposes.

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| --- | --- |
| Team Meeting | 1/31/20229:00PMZoom |

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| --- | --- | --- | --- |
| Meeting called by: | Neel Patel | Type of meeting: | Planning |
| Facilitator: | Amani | Note taker: | Trinay |
| Timekeeper: | Brandon |  |  |

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| --- | --- |
| Attendees: | Amani, Trinay, Brandon, Neel |
| Please read: | Milestone 2 |
| Please bring: | N/A |

# Minutes

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| --- | --- | --- | --- |
| Agenda item: | Planning Milestone 2 | Presenter: | Amani |

#### Discussion:

We discussed how the project to be broken up to complete it as efficiently as possible. Members stated what tasks they would be better suited for.

#### Conclusions:

We discussed project would be broken up into equal pieces so that every member has a fair share. We will reconvene on Saturday so that we can put the project together so we can finalize.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Work Breakdown Structure (WBS) & Gantt Chart  & Network Diagram | Brandon | 26 FEB 2022 |
| * API Descriptions & Fully Dressed Use Cases | Brandon | 26 FEB 2022 |
| * Use Case Diagrams & Minutes | Trinay | 26 FEB 2022 |
| * Detailed Requirements Document & Research on other systems | Amani | 26 FEB 2022 |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: | Enter agenda item here | Presenter: | Enter presenter here |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: | Enter agenda item here | Presenter: | Enter presenter here |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

# Other Information

#### Observers:

Enter observers here.

#### Resources:

Enter resources here.

#### Special notes:

Enter any special notes here.