| Team Meeting | February 11, 20227:17 PMRemote |
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| Meeting called by: | Mecca Thornton | Type of meeting: | Planning for Milestone 2 |
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| Facilitator: |  | Note taker: | Mecca Thornton |
| Timekeeper: | Tameka Matthews |  |  |

| Attendees: | Jordan Kendall, Mecca Thornton, Tameka Matthews |
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| Please read: | Milestone 2 Assignment Description |
| Please bring: |  |

# Minutes

| Agenda item: | How to dole out tasks over the next two weeks | Presenter: | Tameka Matthews |
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#### Discussion:

In what order should we handle tasks? When do we want to be done with them? When do we want to start?

#### Conclusions:

(Meet) - Meet with the professor about this part.

Spend two days on each assignment, Three on the fully dressed use cases, One on the Use case Diagram, API Description, and Gantt Chart & Network Diagram.

1. Research - A couple paragraphs (Meet) - 2/16
2. WBS - 2/16
3. Gantt Chart & Network Diagram - 2/18
4. Fully Dressed Cases (Meet) - 2/20
5. Use Case Diagram - 2/23
6. Detailed Requirements Document (Meet) - 2/18
7. API Descriptions - 2/24

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| Agenda item: | Switching Meeting Times | Presenter: | Tameka Matthews |
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#### Discussion:

Meeting after class is not working since none of us have much time after class to meet. When should we meet instead?

#### Conclusions:

Tuesday, Thursday, and Friday at 4pm.

| Action items | Person responsible | Deadline |
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| * Enforce meeting times | Tameka | Periodic |
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# Other Information

#### Observers:

None.

#### Resources:

Zoom

#### Special notes:

None.