

Meeting Minutes 10-18-20

Agenda:

1. Standup (everyone)
2. Go over the full architecture diagram (Cody)
3. Follow up on the personal goals we set last week (personal introspection)
 - a. Focus on the big picture (Cody)
 - b. Focus on producing deliverables (Daniel)
 - c. Contribute to the deliverables' vision (everyone)
 - d. Provide more of an update to sponsors (Derryck)
 - e. Prioritize spending extra time on Capstone assignments (Spencer)
 - f. Meet more often with teammates (Stephen)
4. Plans for final presentation (Cody)

Action Items:

1. Meet with Taylor tonight to talk about converting the Go SDK to a different language (Derryck, Stephen, Cody)
2. Finish the Self Reflection assignment by Saturday at Midnight (everyone)
3. Implement feedback items for next presentation (Cody):
 - a. Find a way to zoom in or show a series of zoomed-in images for the final presentation when displaying the architecture diagrams
 - b. Lighter background color makes the text hard to read
 - c. Use the presenter's mouse as a pointer when going through architecture diagrams
 - d. Make sure you demo from on-campus, so you have a good network connection
 - e. Make sure text isn't too small on diagrams/slides

- f. Click optimize for video when sharing a video
- g. Make the app demo take up more of the screen, when you can
- h. Turn off notifications on computer when presenting
- i. Make sure the hi fi prototype is available for the final presentation
- j. Make a more simplified diagram version for the final presentation
- k. Make sure to mention which things our team has done and which have been done already by Microsoft
- l.