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)
   1. Focus on the big picture (Cody)
   2. Focus on producing deliverables (Daniel)
   3. Contribute to the deliverables’ vision (everyone)
   4. Provide more of an update to sponsors (Derryck)
   5. Prioritize spending extra time on Capstone assignments (Spencer)
   6. 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):
   1. Find a way to zoom in or show a series of zoomed-in images for the final presentation when displaying the architecture diagrams
   2. Lighter background color makes the text hard to read
   3. Use the presenter’s mouse as a pointer when going through architecture diagrams
   4. Make sure you demo from on-campus, so you have a good network connection
   5. Make sure text isn’t too small on diagrams/slides
   6. Click optimize for video when sharing a video
   7. Make the app demo take up more of the screen, when you can
   8. Turn off notifications on computer when presenting
   9. Make sure the hi fi prototype is available for the final presentation
   10. Make a more simplified diagram version for the final presentation
   11. Make sure to mention which things our team has done and which have been done already by Microsoft