Meeting summary: Decisions, Accomplishments, Task Delegation, and Plan

1 message

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Greetings!

I have prepared the summary of our meeting as follows. Please let me know if anything is missing or
incorrect. Also, please let me know if you have any questions.

Also, I would like to send our accomplishments and maybe a summary of the plan to JP. Is everyone okay
with that?

Best Regards,
Josh Gillham

PS Meeting summary
Decisions:

- We want our presentation to be entertaining so it captivates the audience yet have valuable content as
  well.
- The bad group should always go first.
- Narrators should have the most detailed script.
- We don't need a handout.
- Questions will be at the end.
- At the conclusion, reiterate the benefits of pair programming and the key points from each pair.
- Use simple code examples that the good and bad pairs can talk about.
- The beginning of the presentation will talk generally about pair programming and the rest of the
  presentation will cover good and bad pair examples.
- Our presentation will be divided into blocks of good and bad.
- Our blocks will have an intro, demo, ask audience what was wrong for the bad pair, and narrator
  explains the lessons learned.

Accomplishments:

- We created a presentation plan.
- We made a lot of decisions about the presentation.
- We had a brief rehearsal.
- We decided how to position our good and bad pair in the room.
- Learned more about pair programming.

Task Delegation:

- Di will get the presentation structure done by Saturday.
- Josh and Nate will prepare generic scripts for the "good pair".

- Di and Wei will prepare generic scripts for the "bad pair."
- Miguel and Thomas will prepare their specific scripts.

Plan:

- Saturday we will meet. I (Josh) may not be able to make it.
- Saturday we should have presentation structure and scripts. The scripts should then be merged into one central script.
- Monday the power point should be finished and we will rehearse.
- Tuesday will make our presentation and scripts better.
- Wednesday we will present.