

Meeting #7

Date: 12/5/2019

Time: 11:00 AM - 1:00 PM

Members Attended: Duy, Nick, Amelia

Team Name: D.N.A

Minutes Taker: Amelia

Facilitator: Nick

What we did:

- Fixed a bug in our code (add document button)
 - Got our code ready for the presentation in class
 - Discussed how and what we would do to finish our program
 - Struggled with git until Duy managed to figure it out
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Meeting #6

Date: 11/21/2019

Time: 11:00 AM - 1:30 PM

Members Attended: Duy, Nick, Amelia

Team Name: D.N.A

Minutes Taker: Amelia

Facilitator: Nick

What we did:

- Amelia wrote the project and item classes for our program
 - Nick and Duy made a more detailed class diagram and discussed how we want to integrate parts of our program
 - Nick wrote more front end code for our program
 - Duy helped figure out how to put our code on git
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Meeting #5

Date: 11/14/2019

Time: 9:00 AM - 10AM

Members Attended: Duy, Nick, Amelia

Team Name: D.N.A

Minutes Taker: Amelia

Facilitator: Duy

What we did:

- Work on Check in 3: create an updated class diagram and comment on others
 - Work on putting together deliverable 2
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Meeting #4

Date: 10/31/2019

Time: 9:10 AM - 10AM

Members Attended: Duy, Nick, Amelia

Team Name: D.N.A

Minutes Taker: Duy

Facilitator: Nick

What we did:

- Read through check in 2 instructions and discuss if there's any task to do

- Read through the About Screen that's due on Sunday
 - Plan out the strategy to complete the About Screen and divide tasks for each member
 - Write some quick java code in Eclipse
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Meeting #3

Date: 10/24/2019

Time: 9:00 AM - 10AM

Members Attended: Duy, Amelia, Nick

Team Name: D.A.N.A

Minutes Taker: Amelia

Facilitator: Nick

What we did:

We worked on putting together our first deliverable.

Meeting #2

Date: 10/17/2019

Time: 9:00 AM - 9:20AM

Members Attended: All

Team Name: D.A.N.A

Minutes Taker: Nick

Facilitator: Aman

What we did:

Discussed new features of our paper prototyping. Ensured we could all connect to git data. Planned next meeting and what to accomplish. Create and shared the documents for the upcoming assignments.

Meeting #1

Date: 10/10/2019

Time: 9:00 AM - 10:00 AM

Members Attended: All

Team Name: D.A.N.A

Minutes Taker: Amelia

Facilitator: Duy

What we did:

- Exchanged Phone Numbers and Email Addresses
- Created some joined google docs so we can all work together
- Set up a regular meeting time: Thursdays 9AM-11AM
- Wrote out some user stories and business rules for our project
- Discussed and answered the following questions:

1. How will team members deal with another team member who appears to exercise too much control over the team?

If a team member feels another member of the group is exercising too much control over the team, they will bring it up as a group in a non accusational manor.

2. How will team members deal with another team member who does not appear to be shouldering their responsibilities within the project, or who is not contributing during team meetings?

If a team member does not seem to be shouldering their work, the other team members will kindly remind the team member to get their assigned work finished and/or help them to get their work done if they are having trouble. If the team member continues to not help, then the other members of the group will tell that member one last time and if they do not shoulder up, then the group will go mention it to the teacher.

3. What will you do if there is inclement weather that prevents one or more team members from traveling on the meeting day/time?

We will meet over Skype.

4. Any other team-related issues that you believe will be helpful to establish at the outset.

None at the moment.