CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	NutriUs	**Group Number**:	07
Date of Meeting: (DD/MM/YYYY)	13/03/2017	**Time:**	7:30pm
Meeting Facilitator:		**Location:**	Online- Google Docs

1. Meeting Objective

- Complete Specifications Document
- Decide on direction for developing prototype

2. Attendees

Name (last name alphabetical order)	Student Number	Role in the Project
Shabana Dhayananth	400025944	Log admin, programmer, tester
Jason Li	400024897	Team leader, programmer, tester
Joseph Lu	400022356	Researcher, programmer, tester
Suhavi Sandhu	400025726	Designer, programmer, tester

3. What has your team done since the last meeting (documents, code, reading material, etc.)?

Description	Owner(s)
Discussed possible ways to sort datasets - have not come to a conclusion yet	All
Consulted other University students (potential product users) about what they would like the product to incorporate	All

4. Is anything slowing your team down on in your way?

Description	Route cause(s)	The TA feedback
Finding time to meet in person	Conficting commitments	Have not consulted a TA for advice yet.

5. What you about to change from the way another team is doing? (Complete it if you have met another team today)

Topic	Another Team methods	Your reflection

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.
Add rows to the tables when it is necessary.
Submitted by: Shabana Dhayananth

5. Notes, Decisions, Issues		
Topic	**Owner**	**Time**
Many of the specifics of the project is has yet to be decided and should be made clear to all group members upon the next meeting	Jason	9:50pm
Completed Requirement Specifications Document	All	9:58pm

6. What will your team do before the next meeting? (Action Items)		
Action	**Owner**	**Due Date**
Complete the basic skeleton of the sorting algorithms	All	16/03/2017
Tackle the code through a scrum method which allows us to go through multiple iterations of refinement	All	16/03/2017

7. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	16/03/2017	**Time:**	11:30 am	**Location:**	2XB3 L02 Practice Lab
Objective:	Finish most (75%) of coding				

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Submitted by: Shabana Dhayananth