

CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	NutriUs	Group Number:	07
Date of Meeting: (DD/MM/YYYY)	24/02/2017	Time:	6:10
Meeting Facilitator:	Suhavi Sandhu	Location:	Online- Google Docs

1. Meeting Objective

- Choose topic
- Assign team roles
- Update project objectives and timeline

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)
This was the first meeting.	

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

Description	Route cause(s)	The TA feedback

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

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MEETING MINUTES

5. Notes, Decisions, Issues					
Topic		Owner		Time	
NutriUs chosen as project topic		All		6:15 pm	
Team roles assigned as stated in header on first page.		All		6:20 pm	
Timeline and objectives updated		All		6:22 pm	
6. What will your team do before the next meeting? (Action Items)					
Action		Owner		Due Date	
Do more research on healthy living		Joseph Lu		05/03/2017	
Get input from university students for requirement specifications		All		02/03/2017	
<ul style="list-style-type: none"> Ask housemates 					
7. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	02/03/2017	Time:	11:30 am	Location:	2XB3 L02 Practice Lab
Objective:	<ul style="list-style-type: none"> Work on requirements document Review datasets and plan program structures 				