**Meeting Minutes**

**Begin Time** -- 3:00pm

**End Time** -- 4:07pm

**Members Present :** Scott Smoke, Riley Smith, Jordan Beck, Joshua Ford, Jeffrey Allen

**Members Absent :** N/A

*Topics*

* Team Communication Method
  + Hipchat
* Version Control Method
  + Github
  + Team Foundation Server
* Team Name
* Team weakness/strengths

*Decisions/Actions*

Began with Jeffrey introducing Hipchat, a Web service for internal/private and group instant messaging. Whole team downloaded and installed application for android/iphone platforms. Joshua’s first test message “What's up y'all” and other test messages successfully sent between team members. Explained chat rooms and specific user notifications. Introduction of chat room that has been synchronized directly to a Github repository.

Github as a version control option was introduced. We began with installation, to where Jordan’s laptop refused to allow installation for some odd reason. Explanation of general concepts of version control, editing and a simple “Hello World” file in C++ was made together for the first time using Git. Everyone cloned the “analog” repository to their local machines. Joshua created a Josh.cpp and Riley created a folder named “testcode” on their local machines. Synchronization of code between all machines was a success. Conflicts between two people editing the same code and attempting to synchronize that code was successfully resolved. Jordan has agreed to install the Github client on his other machine. Team Foundation Server for version control method was researched.

The team name “Tune Squad” has been chosen. Consequently, the repository’s name was soon after changed from “analog” to “tune\_squad”.

Team finished meeting up by explaining their individual strengths and weaknesses on the whiteboard. A formal write up is to be made by Jeffrey and sent to Scott for evaluation before submission.