**Meeting Minutes**

**Begin Time** -- 7:15pm

**End Time** -- 7:45pm

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

**Members Absent :** N/A

*Topics*

* Team Assignment 1

*Decisions/Actions*

Jordan used the whiteboard to draw a general time slot schedule to where everyone filled in their names in their available time slots. Tuesday through Thursday seemed to be the general time period where most of the work may get done since everyone is free at those times.

Josh and Riley were team secretaries, but then Jeffrey decided to take on the role himself. Through unanimous decision, Scott was elected the team leader. Which left the SQA position was handed to Jordan.

Github and Bitbucket were the two version control suites brought up in order to set up repositories for the future code base. The idea of Hipchat being used as a chat client between members was brought up. Jeffrey is to send links out to people regarding the chat room he set up.

Team times are to be written up in a cleaner format. Translation from whiteboard to excel or word is to be done and sent to Scott for evaluation.