

Project Meeting Log

Team Meeting (9/19/2024):

When: Thursday, September 19th @ 12:00 PM

Purpose: First team meeting, Set up documents and roles

Attendance: Isaac Miller, Michael Buckendahl, Ryan Graham, and Anthony Tran

Thad Fournoy was unable to attend due to conflicts with work.

Serom Kim was unable to attend due to illness.

We created GitHub repository, project meeting log, and the Project Plan (the first artifact of our project) and made sure that everyone had access to the newly created repository and documents. We then quickly came up with the company name “Whatever Co.” and our project name, the “Whatever Calculator”. After that, we discussed how we wanted to fill out the Project Plan artifact, before deciding that we would split the document into six sections and each complete a section. We then chose the sections we would fill out and established the roles we would take.

Roles:

Team Admin: Serom Kim

Assistant Team Lead: Anthony Tran

Project Leader: Michael Buckendahl

Project Organizer: Isaac Miller

Technical Leader: Ryan Graham

Quality Assurance Engineer: Thad Fournoy

We concluded the meeting after establishing our project roles.

Team Meeting (9/26/2024):

When: Thursday, September 26th @ 4:00

Purpose: Review Project Plan and make any necessary revisions

Attendance: Isaac Miller, Michael Buckendahl, Ryan Graham, Anthony Tran, and Thad Flournoy

Serom Kim was unable to attend due to a class conflict.

We reviewed the Project Plan and each of the sections that we worked on. We also made a couple of revisions regarding the Project Plan, including getting rid of the yellow highlighted sections that we were supposed to skip, updated the table of contents, and got rid of the blue highlighted tips and hints that previously remained in each section. After this, we looked at the next Software Requirements Specification to get a better understanding of it before we elaborated on how we would tackle the artifact. We concluded the meeting after looking at the Software Requirements Specification.