

CSE 435

October 26th, 2022; 6PM - 7PM

## PCAS1 Meeting 1

Meeting link: <https://msu.zoom.us/j/96052269091>

### Agenda

- Talk about upcoming assignments
- Agree on a meeting time for meeting 2
- Create tentative agenda for meeting 2

### Action List

#### Group HW 1 (Due 11/1)

- Agree on roles for assignment
  - Each send list of requirements from homework 6 to Edie 10/28 at midnight
  - Edie will compile requirements and turn in GHW1 by due date: 11/1/22 @ 3PM
  - Confirm with project manager morning of 11/1 assignment to be turned in by 11/1 by 3pm

#### Group HW - Skeletal Website (Due 11/1)

- <https://jeffendi.github.io/CSE435PCASTeam1.github.io/team.html>

#### Group HW 2 (Due 11/3)

- "More complete set of questions for customer"
- Agree on roles for assignment
  - We will bring questions to Meeting 2 and combine/condense by due date
  - Confirm with project manager: assignment to be turned in by 11/3 by 3pm

### Meeting 2

- Post availability survey: <https://www.when2meet.com/?17453989-Ovn4U>
- Select meeting time based on availability
- Agreed to meet Wednesday 11/2 at 5PM - 6PM
- Create tentative agenda
  - Work on GHW2
  - Relay further project specifications to group

### Open Floor

- Any additional items/things we missed?
  - Ongoing Project Issue List:
    - [https://docs.google.com/document/d/1XWXh3PLWd5boRVo47WfZgcMR\\_orPyD8JfatX6HbPFFo/edit](https://docs.google.com/document/d/1XWXh3PLWd5boRVo47WfZgcMR_orPyD8JfatX6HbPFFo/edit)

### Post-Meeting

- Send out email with meeting 1 minutes and summary and CC TA/Instructor:  
polanco3@msu.edu

### **Meeting Summary**

During our meeting we went over group homework due dates and created deadlines for each member to contribute by. We confirmed that Edie, our project manager, will turn in GHW assignments 1 and 2. We created a project issue list that we will add to as needed. We also noted that the website draft is due 11/1; Judy has put together our group website and it is ready to turn in. We then outlined the agenda for Meeting 2 to be: work on GHW 2 and collectively relay further project specifications to the group. It was then agreed upon that Wednesdays at 5pm are a good meeting time and is our tentative recurring meeting time for the remainder of this project.