1. **Team Name: Sleeping Ducks**
2. **Team Leader for this deliverable:Lorenzo Gomez**
3. **Team Members:Anton Ryjov, Gemuele Aludino, Lorenzo Gomez**
4. **Meetings:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time-date** | **Attendees** | **Agenda** | **Action Items (who will do what)** |
| 09-23-2019,  from 7:00pm to 8:40pm | Lorenzo,  Anton,  Gem | Decide code design, documentation philosophy and C++ API(s) to use for project. | Lorenzo:Discuss with team members specs and technical decisions regarding c++  Gem:Discuss with team members specs and technical decisions regarding c++  Anton:Discuss with team members specs and technical decisions regarding c++. |
| 9-26-2019, from 6:30 to 11:30pm | Lorenzo,  Anton,  Gem | Get on the same target OS(Linux Ubuntu) | Lorenzo:Help Anton and Gem get a linux VM running on his Windows machine  Gem:Set up a VM for linux  Anton:Set up a VM for Linux |
|  |  |  |  |

1. **Weekly Time Logs:**

|  |  |  |
| --- | --- | --- |
| **Person** | **Total Time in minutes** | **Tasks** |
| Lorenzo | 280 | Set up linux environment |
| Gem | 280 | Set up linux environment and Github |
| Anton | 280 | Set up linux environment |
|  |  |  |
|  |  |  |
| **Total Time:** |  |  |

1. **Issues:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue Number** | **Discovery Date** | **Resolution Date ( Est. – Act. )** | **Responsible Person** | **Description ( Prob / Resolution )** |
| Anton’s machine won’t allow us to run a linux VM—it’s a windows machine. | 9-26-2019, | 9-27-2019 |  | Apparently Windows Home does not allow users to edit the group policy, which is needed to run a VM. |
|  |  |  |  |  |

1. **Files and repository locations:**

|  |  |  |
| --- | --- | --- |
| **Filename** | **Location** | **Contents** |
|  |  |  |
|  |  |  |

1. **Plans for Coming Week(09/23-09/29):** This week we’ll be discussing/agreeing on a philosophy regarding code design(documentation, naming-conventions), error-handling, OOP approach and data management(stack, heap and file management). Data management is CRUCIAL as we aim to track(NOT record) plenty of user input from keyboard, mouse and microphone in a privacy-minded way. We also want our tracking algorithms to be so smooth that the user won’t ever notice them when doing their work—whether that’d be writing a novel, composing music or playing video games.
2. **Comments:** *a paragraph from each engineer describing what they have done/learned from this deliverable*

**Engineer 1:** *name*

*The comments go here.*

**Engineer 2:**

**Engineer 3:**

**Engineer 4:**

**Engineer 5:**