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)** |
| 09-23-2019-7:00pm | 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++ |
|  |  |  |  |
|  |  |  |  |

1. **Weekly Time Logs:**

|  |  |  |
| --- | --- | --- |
| **Person** | **Total Time in minutes** | **Tasks** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Time:** |  |  |

1. **Issues:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue Number** | **Discovery Date** | **Resolution Date ( Est. – Act. )** | **Responsible Person** | **Description ( Prob / Resolution )** |
|  |  |  |  |  |
|  |  |  |  |  |

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 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:**