

## CPSC 319 Team/TA Meeting Minutes

### General Information

**Date:** Monday January 27, 2013

**Time:** 5:00pm – 6:00pm

**Location:**

**Members Present:**

### Agenda

- 1) Identification of roles
  - a. Project manager
  - b. Phase leaders
  - c. Communication manager
- 2) Project leader's project status update
- 3) Phase leader's phase status update
- 4) Work that will be done in the upcoming week

Steven

Jacqui

Jonathan

Ryan

Jessica

David

- 5) Last week's work report (what was done, what was missed and why, and how slippage will be accounted for)

**Steven**

**What was done:**

**What was missed and why:**

**How slippage will be accounted for:**

**Jacqui**

**What was done:**

**What was missed and why:**

**How slippage will be accounted for:**

**Jonathan**

**What was done:**

**What was missed and why:**

**How slippage will be accounted for:**

**Ryan**

**What was done:**

**What was missed and why:**

**How slippage will be accounted for:**

**Jessica**

**What was done:**

**What was missed and why:**

**How slippage will be accounted for:**

**David**

**What was done:**

**What was missed and why:**

**How slippage will be accounted for:**

- 6) What needs to be done between now and next meeting (which is on Wednesday)

**Steven**

**Jacqui**

**Jonathan**

**Ryan**

**Jessica**

**David**

**To Do**

To be determined

**Extra Notes**

None