

CPSC 319 Team/TA Meeting Minutes

General Information

Date: Monday February 04, 2013

Time: 5:00pm – 6:00pm

Location:

Members Present:

Agenda

- 1) Project leader's project status update
- 2) Phase leader's phase status update
- 3) What are we starting to look at in preparation for the next phase
- 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