Group Name: TriageTag Team

Date of Meeting: 10/4/16

Location of Meeting: Student Success Center Room 014

Start and End Times: 8:00am - 9:20am

Members Attending: Jonathan Carpenter, Vincent Haenni, Troy Caplinger, Anthony Inman

Members Not Attending: None

Guests Attending: None

Review of Current and Pending Milestones

The current project timeline should be examined and a summary of whole-group milestones due to be, or soon to be, completed, should be made here. The whole group takes part in this discussion and the consensus is recorded here

Current Milestones

* Examine and discuss each team member’s deliverables
* Complete the CDR this is our main priority.
* Design relational database

Pending Milestones

* Decide on level of implementation (Full implementation, or functional prototype)
* Create Critical Design Review Briefing
* Establish a project timeline
* Decide on programming language(s)

Summary of Progress on Action Items Due At This Meeting (Member Reports)

Every member should make a PERSONAL report.

Every member should relate personal activities to group goals, milestones, and/or action items assigned to her/him in previous meetings.

Every member should have a concrete artifact or artifacts SHOWN and DISTRIBUTED at the meeting.

Every member’s artifacts should be reviewed by other team members for suitability. Any consensus for or against suitability should be recorded along with actionable advice, if any.

Due today:

Anthony:

* Deliver 1 future milestone

Vince:

* Deliver 1 future milestone

Jonathan:

* Deliver 1 future milestone

Troy:

* Deliver 1 future milestone

Verdict on personal reports:

All personal reports deemed suitable by group.

Discussion of Current Group Status WRT Current and Pending Milestones

The whole group should discuss their overall status toward meeting current and pending milestones. All members should participate in this discussion and the group consensus is recorded here.

Current Milestones

* Examine and discuss each team member’s deliverables
* Make gantt chart
* Complete CDR

Decisions with Respect to LONG TERM WHOLE GROUP GOALS.

If any modifications are to be made to whole group goals and/or milestones. RECORD THEM HERE in concrete terms. All group members should agree to such changes.

Discussed setting up a modifiable timeline for the entire project with Dr. Garber. Also, discussed giving access to our version control and timelines to Dr. Garber and Dr. Buck via email. We decided on a Android phone as our RFID scanner and mobile device. We have not chosen a specific phone yet. We decided that we need our RFID tags to adhere to ISO 15693 or 14443 so that using a Android phone as the scanner is legal. We decided that we will be using Gantt charts to set up the timeline for our project.

Discussion of Action Items and Action Item Assignment for Next Meeting

The group should assign new action items to each group member. If need be, the group milestones and planning grid should be modified. Every action item should be assigned a due date and the due date recorded in the minutes. Individuals MAY have more than one action item assigned to him/her. Be sure that each action item results in a concrete artifact that can be reviewed. Record in the minutes exactly what those artifacts are.

Anthony:

* Work on relational database slides
* Deliver 1 future milestone along with verifiability (.docx file)

Vince:

* Finish system components slides
* Check requirements for system components
* Design tests to show requirements are satisfied
* Deliver 1 future milestone along with verifiability (.docx file).

Jonathan:

* Work on software design slides.
* Deliver 1 future milestone along with verifiability (.docx file)

Troy:

* Setup Gantt chart to show CDR milestones. (.xlxs file)
* Deliver 1 future milestone along with verifiability (.docx file)