Group Name: TriageTag Team

Date of Meeting: 10/11/16

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

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 along with verifiability and work on database slides

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)

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
* Complete 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.

Started setting up a modifiable timeline for the entire project. Decided on the galaxy note 4. Decided on the Confidex Ironside Micro NFC tag. Decided on using the Xamarin development platform and SQLCipher (SQLite extension) to implement TriageTag Application.

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:

* Finish setting dates for project timeline

Vince:

* Source slides
* Contact vendors about programming tags and price of 10 tags
* Finish “Tests for Components” slide

Jonathan:

* Add information about development environment and software tools
* Fix System overview diagram
* Add data flow to system design diagram

Troy:

* Finish gantt chart for project timeline