**Group Name: TriageTag Team**

**Date of Meeting: 9/27/16**

**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**

Current Milestones

* Examine and discuss each team member’s deliverables
* Orientation/instruction on use of version control system (Git)
* Setup initial project timeline
* Discussion of CDR
* Pick a mobile device
* Pick a mobile RFID Scanner

Pending Milestones

* Decide on level of implementation (Full implementation, or functional prototype)
* Pick a mobile RFID Scanner
* Pick RFID Tag
* Pick an OS for server
* Pick an OS for the mobile device
* Pick a relational database (SQL Lite)
* 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)**

Anthony Inman

1. Research RFID mobile scanner
   1. Found 1 possible mobile device.

Jonathan Carpenter

1. Set up a version Control System
   1. BitBucket has been set up and is ready for use.

Troy Caplinger

1. Research project timeline organization schemes
   1. Gantt chart not created
      1. Project timeline needed before Gantt chart can be set up.

Vincent Haenni

1. Research RFID passive RFID tags
   1. Found 3 RFID tags that could work. Waiting on prices.

**Verdict on personal reports**:

All personal reports deemed acceptable by group.

**Discussion of Current Group Status WRT Current and Pending Milestones**

Current Milestones

* Examine and discuss each team member’s deliverables
* Set up a version control system (Git)
* Choose vehicle for project timeline (Gantt Charts)

Pending Milestones

**Decisions with Respect to LONG TERM WHOLE GROUP GOALS.**

Discussed the use of BitBucket versus Google Drive for the use of collaborative work/version control system. It was determined that files would be worked on in Google Drive because of its collaborative friendly environment and BitBucket would be used as the version control system. As files are completed/modified, changes can be made to BitBucket to reflect the newest versions.

**Discussion of Action Items and Action Item Assignment for Next Meeting**

Anthony Inman

1. Due 29/09/2016
   1. Review CDR document
      1. Create 1 milestone to show progress

Jonathan Carpenter

1. Due 29/09/2016
   1. Review CDR document
      1. Create 1 milestone to show progress

Troy Caplinger

1. Due 29/09/2016
   1. Review CDR document
      1. Create 1 milestone to show progress

Vincent Haenni

1. Due 29/09/2016
   1. Review CDR document
      1. Create 1 milestone to show progress