<CS361 Group 4>
Jake Ryan: 815-298-4138 jakeryan@uwm.edu
Mitchell Vang: 262-422-5798 vang638@uwm.edu
Matthew Klinger: 608-322-6728 klingerm@uwm.edu
Artur Kandatyan (Art): 262-894-1534 kandaty2@uwm.edu
Tommy Sewart: 414-331-7582 twsewart@uwm.edu

Leader: Mitchell
Note taker: Matthew
Agenda Maker: Jake

Availability for meeting expectations
Monday, Wednesday, and Friday starting at 6.
On our last meeting of the week on Friday we will discuss if a meeting on the weekend is needed and if so plan for a meeting on what works best for us.

It is ok to miss a meeting or be late as long as prior warning is given. Just make sure to communicate with the group.

Response time to communication expectations
  -When available, don't procrastinate. Respond within 24 hours.

Definition of done: when is a task complete? (hint: "I'm done with that but I didn't check it into github" is not done.)
  -Verified by 2 other members who are best in relation to the task. Commit, verify, change, repeat until verification is passed.

Scrum meeting format/frequency and distribution of documentation tasks (meeting minutes, updating task board)
  -15 minutes to an hour.
  -Talk about what needs to be done for each member, what has been done, what is difficult, what we may need help with.
  -What is going to be done after the meeting.
  -What stage the project is at and how each of our individual tasks are coming along.

Procedure for adopting policies (e.g. code style, code check-in steps, documentation updates) if you adopt such a policy during the initial meeting, put it here
  -code check in with two other members at least.
  -specific variable names with methods and variables.
  -comments above each method and class with parameters, outcome, and side effects.
  -comments also above potentially long code sections or loops explaining what it does.

Procedure for handling a member who is not meeting expectations
must include at least 3 actions before involving the instructor

1. If they miss a meeting with no warning we first send a message out to our groupchat that needs a response time of less than 24 hours of their absence and their progress.
   2. If they don't show up again with no reason, at the end of that scrum meeting we will discuss as a group of how else we should reach out to them and how long we should give them.
   3. If they don't respond with a good reason (illness, family stuff, etc.), or don't respond at all we will reach out to Jayson Rock on how to move forward.

Signatures: each member must sign their name by typing their name at the bottom of the document.
Artur Kandatyan
Matthew Klinger
Mitchell Vang
Jake Ryan
Tommy Sewart