

MEETING AGENDA

Meeting/Project Name:	ALGOS ANONYMOUS - GROUP 3 - WEEK 3		
Date of Meeting:	04/08/2021	Time:	1:30 PM
Meeting Facilitator:	Timothy C.	Location:	Gather.town

1. Attendees

Name	Role	E-mail	Alt. Contact Info
Timothy C.	Team Leader: S4 Agenda, creating .features	tcottre2@uncc.edu	
Matthew O.	Member: creating .features	mobrie25@uncc.edu	
Jai T.	Assistant Team Leader: creating .features	jtabora@uncc.edu	
Eliseo G	Member: creating .features	egarci28@uncc.edu	
Jalen Young	Member: Group Status Report, creating .features	Jyoung13@uncc.edu	
Ethan Van	Member: creating .features	Evang1@uncc.edu	

2. Meeting Objective

- Start and finish all_features document for sprint 4

3. Meeting Agenda

Topic	Owner	Time
Approval of the minutes from the previous meeting	N/A	N/A
Discussion of action list	Tim	1:20pm
Discussion of decision list	Jai	1:25pm
Discussion of issue log	Jai	1:30pm
Discussion of risk log (new risks and obstacles)	Tim	1:30pm
Project progress	Tim	1:33pm
Schedule adjustments	Jai	2:00pm
Consultation with management	Tim	2:05pm
Question round	Tim	2:10pm

4. Action Items

Action	Owner	Due Date
Created all_features document	Tim	04/04/2021
Did group reflection for sprint 4	Jalen	04/04/2021

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	04/15/2021	Time:	1:00-2:00	Location:	gather.town
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Objective:	Discuss current progress: Sprint 4 completed items Trello backlog items Sprint 5 to-do list
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