# **MEETING AGENDA**

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| **Meeting/Project Name:** | ALGOS ANONYMOUS - GROUP 3 - WEEK 5 | | |
| **Date of Meeting:** | 04/15/2021 | **Time:** | 1:30 PM |
| **Meeting Facilitator:** | Timothy C. | **Location:** | Gather.town |

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| **1. Attendees** | | | |
| **Name** | **Role** | **E-mail** | **Alt. Contact Info** |
| Timothy C. | Team Leader: S5  Base Functionality and Coordination | tcottre2@uncc.edu |  |
| Matthew O. | Member: Base Functionality, Agenda | mobrie25@uncc.edu |  |
| Jai T. | Assistant Team Leader: Coordination of Team Goals | jtabora@uncc.edu |  |
| Eliseo G | Member: S5 Base functionality | egarci28@uncc.edu |  |
| Jalen Young | Member: S5 Base functionality, Team Status Reporter | Jyoung13@uncc.edu |  |
| Ethan Van | Member: S5 Base functionality | Evang1@uncc.edu |  |

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| **2. Meeting Objective** |
| * Discuss Base functionality details * Coordinate basic functionality of code and syntax * Distribution of further tasks to increase functionality |

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| **3. Meeting Agenda** | | |
| **Topic** | **Owner** | **Time** |
| Approval of the minutes from the previous meeting | N/A | N/A |
| Discussion of action list | Tim | 1:40pm |
| Discussion of decision list | Jai | 1:45pm |
| Discussion of issue log | Jai | 1:50pm |
| Discussion of risk log (new risks and obstacles) | Jai | 2:10pm |
| Project progress | Tim | 1:43pm |
| Schedule adjustments | Jai | 2:20pm |
| Consultation with management | Tim | 2:30pm |
| Question round | Tim | 2:35pm |

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| **4. Action Items** | | |
| **Action** | **Owner** | **Due Date** |
| Base Functionality, overall design coordination, Distribution of tasks via To-Do List on Trello | Tim | 04/20/2021 |
| Base Functionality, CSS templates, | Jai | 04/20/2021 |
| Base Functionality, Calendar mechanics | Elesio | 04/20/2021 |
| Base Functionality, Adding Image to an event mechanics | Matthew | 04/20/2021 |
| Base Functionality, Creation of friends list | Ethan | 04/20/2021 |
| Base Functionality, RSVP mechanics | Jalen | 04/20/2021 |

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| **5. Next Meeting (if applicable)** | | | | | | |
| **Date:** (MM/DD/YYYY) | | 04/20/2021 | **Time:** | 1:00-2:00 | **Location:** | gather.town |
| **Objective:** | Discuss current progress: Sprint 5 completed items  Trello backlog items  Sprint 6 to-do list | | | | | |
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