# **MEETING AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting/Project Name:** | ALGOS ANONYMOUS - GROUP 3 - WEEK 6 | | |
| **Date of Meeting:** | 04/22/2021 | **Time:** | 1:30 PM |
| **Meeting Facilitator:** | Timothy C. | **Location:** | Gather.town |

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Attendees** | | | |
| **Name** | **Role** | **E-mail** | **Alt. Contact Info** |
| Timothy C. | Team Leader:  Base Functionality and Coordination; resolve GitHub conflicts | tcottre2@uncc.edu |  |
| Jai T. | Assistant Team Leader:  Coordination of Team Goals; base functionality; agenda; | jtabora@uncc.edu |  |
| Eliseo G | Member:  Base functionality – calendar | egarci28@uncc.edu |  |
| Jalen Young | Member:  Base functionality, Team Status Reporter | Jyoung13@uncc.edu |  |
| Ethan Van | Member:  Base functionality | Evang1@uncc.edu |  |
|  |  |  |  |

|  |
| --- |
| **2. Meeting Objective** |
| * Discuss Base functionality details, implementation/functionality on the App, and code versions * Resolve repository code versions among group members * Cleaning up code among individual team members’ personal repositories and code functionality * Update Trello backlog and completed items |

|  |  |  |
| --- | --- | --- |
| **3. Meeting Agenda** | | |
| **Topic** | **Owner** | **Time** |
| Approval of the minutes from the previous meeting | N/A | 1:20pm |
| Discussion of last week’s backlog | Tim | 1:30pm |
| Discussion on branching GitHub: when | Tim | 1:45pm |
| Consultation with instructional team: Dr. Najjar | Tim / Jai | 1:35pm |
| Consultation with instructional team: TA Rachel | Tim / Jai | 1:50pm |
| Calendar view: code and GitHub versions | Eliseo / Tim | 1:45pm |
| Friends list additional feature | Jalen / Tim | 2:05pm |
| Backlog update: Trello | Team | 2:15pm |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **4. Action Items** | | |
| **Action** | **Owner** | **Due Date** |
| Calendar view (forward/backward); | Tim | 04/25/2021 |
| CSS templates: collaborate with Eliseo on calendar view | Jai | 04/25/2021 |
| Calendar mechanics | Eliseo | 04/25/2021 |
|  | Matthew | 04/20/2021 |
| Creation of friends list | Ethan | 04/20/2021 |
|  | Jalen |  |

# 

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 6 completed items  Trello backlog items  Sprint 7 to-do list | | | | | |
|  |  |  |  |  |  |  |