# **MEETING AGENDA**

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| **Meeting/Project Name:** | GROUP 3 WEEK 1 | | |
| **Date of Meeting:** | 3/11/2021 | **Time:** | 1:51pm |
| **Meeting Facilitator:** |  | **Location:** | Gather.town |

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| **1. Attendees** | | | |
| **Name** | **Role** | **E-mail** | **Alt. Contact Info** |
| Timothy C. |  | tcottre2@uncc.edu |  |
| Matthew O. |  | mobrie25@uncc.edu |  |
| Jalen Y. |  | jyoun138@uncc.edu |  |
| Jai T. |  | jtabora@uncc.edu |  |
| Ethan V. |  | evang1@uncc.edu |  |
| Eliseo G |  | egarci28@uncc.edu |  |

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| **2. Meeting Objective** |
| * Get to know each other * Set up the GitHub repo * Set some standards * Lay groundwork for the project |

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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 | 2:00pm |
| Discussion of decision list | Tim | 2:00pm |
| Discussion of issue log | Tim | 2:00pm |
| Discussion of risk log (new risks and obstacles) | Tim | 2:00pm |
| Project progress | Tim | 2:00pm |
| Schedule adjustments | Tim | 2:00pm |
| Consultation with management | Tim | 2:00pm |
| Question round | Tim | 2:00pm |

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| **4. Action Items** | | |
| **Action** | **Owner** | **Due Date** |
| Created Team Name | Tim | 3/14/2021 |
| Created GitHub Repo | Tim | 3/14/2021 |
| Create standards for the group | Tim | 3/14/2021 |
| Brainstorm Ideas for project | Tim | 3/14/2021 |

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| **5. Next Meeting (if applicable)** | | | | | | |
| **Date:** (MM/DD/YYYY) | | 03/16/2021 | **Time:** | 1:00-2:00 | **Location:** | gather.town |
| **Objective:** | Come up with 2-5 stories each for the meetup application. | | | | | |
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