# **MEETING AGENDA**

| **Meeting/Project Name:** | Group 3 – Algos Anonymous | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | March 25, 2021 | **Time:** | 1:20 pm |
| **Meeting Facilitator:** | Jai Tabora | **Location:** | GatherTown |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Attendees | | | |
| **Name** | **Role** | **E-mail** | **Alt. Contact Info** |
| Jai Tabora | Member: S2 Agenda | [jtabora@uncc.edu](mailto:jtabora@uncc.edu) |  |
| Tim Cottrell | Member: S2 story board | Tcottre2@uncc.edu |  |
| Eliseo Garcia | Member: S2 Part A | Egarci28@uncc.edu |  |
| Mathew Obrien | Member: S2 story board | Mobrie21@uncc.edu |  |
| Jalen Young | Member: S2 story board | Jyoung13@uncc.edu |  |
| Ethan Van | Member: S2 story board | Evang1@uncc.edu |  |

|  |
| --- |
| 2. Meeting Objective |
| Discuss the sprint 2 objecttives and to-do items  Complete ethical considerations (Sprint 2: Part A) discussion and responsibility assignation  Complete the story board (Sprint 2: Part B): various users preepare wireframes of the various web pages  Update product backlog: generate a group status report with the group’s activities and update Trello backlog list of items  Discussion with instructional team (team update) |

|  |  |  |
| --- | --- | --- |
| 3. Meeting Agenda | | |
| **Topic** | **Owner** | **Time** |
| Approval of the minutes from the previous meeting | Tim Cotttrell | 1:24 |
| Discussion of action list | Jai Tabora | 1:25 |
| Discussion of decision list | Tim Cottrell | 1:30 |
| Discussion of issue log | Jai Tabora | 1:35 |
| Discussion of risk log (new risks and obstacles) | Tim Cottrell | 1:40 |
| Project progress | Jai Tabora | 1:55 |
| Schedule adjustments | Jai Tabora | 2:10 |
| Consultation with management | Jai Tabora | 1:50 |
| Question round | Jai Tabora | 1:25 |

|  |  |  |
| --- | --- | --- |
| 4. Action Items | | |
| **Action** | **Owner** | **Due Date** |
| Story board design and wirechart preparation and submission | Tim Cottrell | 3/25/2021 |
| Ethical Considerations completion | Eliseo Garcia | 3/25/2021 |
| Agenda | Jai Tabora | 3/25/2021 |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting (if applicable) | | | | | | |
| **Date:** (MM/DD/YYYY) | | Thusrday | **Time:** | 1:20 pm | **Location:** | GatherTown |
| Objective: | Discuss current progress: Sprint 2 completed items  Sprint 3 | | | | | |