# **MEETING AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting/Project Name:** | ALGOS ANONYMOUS - GROUP 3 - WEEK 3 | | |
| **Date of Meeting:** | 04/01/2021 | **Time:** | 1:30 PM |
| **Meeting Facilitator:** | Timothy C. | **Location:** | Gather.town |

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Attendees** | | | |
| **Name** | **Role** | **E-mail** | **Alt. Contact Info** |
| Timothy C. | Team Leader: S3 DataFlow Diagram | tcottre2@uncc.edu |  |
| Matthew O. | Member: S3 Agenda | mobrie25@uncc.edu |  |
| Jai T. | Assistant Team Leader: S3 Creating an event Model | jtabora@uncc.edu |  |
| Eliseo G | Member: S3 Models and Associations | egarci28@uncc.edu |  |
| Jalen Young | Member: S3 Models and Associations  S3: Mo | Jyoung13@uncc.edu |  |
| Ethan Van | Member: S3 Models and Associations | Evang1@uncc.edu |  |

|  |
| --- |
| **2. Meeting Objective** |
| * Organize and centralize documents * Discuss Current Objectives in Sprint 3 * Begin working on tasks in Sprint 3 * Update GitHub Repository as progress is made |

|  |  |  |
| --- | --- | --- |
| **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** |
| DataFlow Diagram - Create level 1 context diagram | Tim | 04/04/2021 |
| Models and Associations | Jai | 04/04/2021 |
| Update Lo-Fi UI Prototypes | Elesio | 04/04/2021 |
| Update Backlog | Matthew | 04/04/2021 |

# 

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5. Next Meeting (if applicable)** | | | | | | |
| **Date:** (MM/DD/YYYY) | | 04/05/2021 | **Time:** | 1:00-2:00 | **Location:** | gather.town |
| **Objective:** | Discuss current progress: Sprint 3 completed items  Trello backlog items  Sprint 4 to-do list | | | | | |
|  |  |  |  |  |  |  |