

# Meeting Agenda

Keith Hand

Logan Anderson

Jesse Quach

Logan Thurm



Date: February 7, 2019



Location: Discord



Time: 7:45PM

## 1 Objective

Delegate tasks for current and future meetings, build a base understanding of the project as a group, and begin to prototype how we might set up our project.

## 2 Status *[Allocated Time: 5 min]*

- Keith: Welcome

## 3 Discussion Items *[Allocated Time: 50 min]*

### 3.1 Group Tasks

Assign facilitator, minute taker, & timekeeper.

- Verify everyone understands their job in the meeting so we can remain productive.

### 3.2 Project Introduction

Go over the project description and begin to brainstorm how we might solve the problem presented.

- Topics include: Programming Language, Version Control, Server Access  
*Any further topics that should be discussed will be discussed at this time as well.*

### 3.3 Project Estimation

Come up with a few tasks that can be completed before the next meeting. *(3-6 depending on size)*

- Examples include: Setting up base project, API Research, Programming Language Research, etc.

## 4 Wrap Up *[Allocated Time: 5 min]*

1. Assign action items
2. Meeting critique

# Meeting Minutes

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Jesse Quach

Logan Thurm



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## 1 Objective

Delegate tasks for current and future meetings, build a base understanding of the project as a group, and begin to prototype how we might set up our project.

## 2 Status

Keith: Here is where you write notes on Keith

Jesse: Here

## 3 Discussion Items

### 3.1 Group Tasks

This is where you enter notes for the Group Tasks

### 3.2 Project Introduction

This is where you enter notes for the Project Introduction

### 3.3 Project Estimation

This is where you enter notes for the Project Estimation

## 4 Wrap Up

Here is where you enter notes for what gets assigned to who.

This is where you write notes on comments that were had about the meeting