GP 04 - Meeting Notes and Minutes

Team Echo
Members: Brendan Lehman, Brian Olsen, Lindsey Shelton

PREFACE:

There have currently been no meetings, so this document will be used to record all meeting notes, actions during the meeting, and meeting minutes. Our goal is to have at least 4 team meetings before TP03 is due. In the blank meeting days, please fill in your desired time of meeting. Under each meeting date we will record events of the meeting. Lindsey will be keeping track of all meeting minutes and topics during all meetings. She will create a meeting summary of topics discussed.

Also if members are unable to physically be present, but may be present through voice conference, meetings on other days may be possible.

FIRST MEETING:

Thursday November 15, 2012 at 15:15 in Engineering Building
Members Present: Brian Olsen, Lindsey Shelton
Start Time: 16:46
End Time: 17:03

Agenda: Our agenda for this meeting is to discuss our requirements for the Implementation Workflow as well as assign tasks to all team members.

Meeting Ticker | Notes:

Time	Event	Designator
16:46	Greetings	Settled in for Meeting	ALL
16:53	Delegation of Tasks	To Update Brendan	Lindsey
16:58	Discussed Java Implementation from PDL	Brian
17:03	Meeting Adjourned	ALL

SECOND MEETING:

Monday November 19, 2012 at 15:40 at Scottrade Office
Members Present: Brian Olsen, Lindsey Shelton
Start Time: 15:40
End Time: 15:54

Agenda: Our agenda for this meeting is to check everyone's progress on the
            program. Make sure Lindsey has started the GUIs and what our team
            plans to do with test cases. Set time/date for next meeting after
            Thanksgiving Break.

Meeting Ticker | Notes:

Time	Event	Designator
15:40	Greetings | Settled in for Meeting	ALL
15:43	Brian Discussed Progress on Java-Code	
	- No test cases yet	Brian
15:50	Lindsey Discussed GUI Implementation	Lindsey
15:54	Meeting Adjourned	
	- Made Plans for Post-Break Meeting	
	- Meeting Monday Planned	ALL

THIRD MEETING:

Monday November 26, 2012 at 18:00 in Engineering Building
Members Present: Brendan Lehmen, Brian Olsen, Lindsey Shelton
Start Time: 18:02
End Time: 18:18

Agenda: Our agenda for this meeting is to hold our First Team Code Review as
            well as discuss our Testing Approach.

Meeting Ticker | Notes:

Time	Event	Designator
18:02	Greetings | Settled in for Meeting	ALL
18:03	Made Note: Lindsey Subv. Not Working	Lindsey
18:05	Reviewing Brian's Code	Brian
18:12	Reviewed Brendan's Changes	Brendan
18:16	Checked GUI Design	Lindsey/Brian
18:18	Meeting Adjourned	ALL

FOURTH MEETING:

Thursday November 29, 2012 at 17:00 in Engineering Building
Members Present: Brendan Lehmen, Brian Olsen, Lindsey Shelton
Start Time: 16:49
End Time: 17:12

Agenda: Our agenda for this meeting is to overview our Testing Approach and
            designate tasks to all members regarding testing.

Meeting Ticker | Notes:

Time	Event	Designator
16:49	Greetings	Settled in for Meeting	ALL
16:51	Note: Lindsey Subv. Still Not Working	Lindsey
16:52	Brian Discussed how-to on J-Unit Testing	Brian
17:08	Delegated Tasks to Members for Testing	Lindsey
17:12	Meeting Adjourned	ALL

FIFTH MEETING:

Monday December 3, 2012 at 18:00 in Engineering Building
Members Present: Brendan Lehmen, Brian Olsen, Lindsey Shelton
Start Time: 21:30
End Time: 22:10

Agenda: The purpose of our meeting was to practice our presentation.

SIXTH MEETING:

Tuesday December 4, 2012 at 18:00 in Engineering Building
Members Present: Brendan Lehmen, Brian Olsen, Lindsey Shelton
Start Time: 13:30
End Time: 14:00

Agenda: The purpose of our meeting was to practice our presentation

SEVENTH MEETING:

Tuesday December 4, 2012 at 18:00 in Engineering Building
Members Present: Brendan Lehmen, Brian Olsen, Lindsey Shelton
Start Time: 16:40
End Time: 17:08

Agenda: Our agenda for this meeting was to review our code and examine our
            current testing methods. Another goal for this meeting is to create our
            final post-mortem document as well as determine our date and goals
            for completion.

Meeting Ticker | Notes:

Time	Event	Designator
16:40	Greetings	Settled in for Meeting	ALL
16:41	Note: Lindsey Subv. Not Working,	
	- Decided to Continue Using DropBox	Lindsey
16:42	Reviewed System Testing Approach – Brian	
	- Brian noted how not all things meshed in AC	Brian
16:53	Reviewed System Testing Approach – Brendan	Brendan

16:59	Reviewed Testing Document with Team	Lindsey
17:05	Generated Post-Mortem	Lindsey
17:08	Meeting Adjourned	ALL