GP 02 - 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 4-5 team meetings before TP02 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 October 11, 2012 at 17:00 in Engineering Building
Members Present: Brian Olsen, Lindsey Shelton
Start Time: 16:47
End Time: 17:08

Brian and Lindsey met with one another after class in the lab and went through a quick overview of what was required of the Analysis Workflow. They created a basic division of tasks for all members. As Brendan was not at this meeting due to a family circumstance, we assigned his tasks as well during the meeting.

SECOND MEETING:

Tuesday October 16, 2012 at 17:00 in Engineering Building
Members Present: Brendan Lehman, Brian Olsen, Lindsey Shelton
Start Time: 16:46
End Time: 17:00

Brian was the conductor of this meeting, and he explained to Brendan and Lindsey his progress creating the UML diagrams, Communication Diagram, Scenarios, and Scenarios. He showed us his rough draft sketches he had in his Engineering Notebook. He also explained to Brendan what tasks he needed to do (since Brendan was not present at the previous meeting). He asked Lindsey about her progress on the SPMP, and she stated she only had half of it created and was still working on it.

THIRD MEETING:

Thursday October 18, 2012 after 17:00 in Engineering Building
Members Present: Brendan Lehman, Brian Olsen, Lindsey Shelton
Start Time: 16:56
End Time: 17:17

Brian was the orchestrator for this meeting as well. He discussed his progress on the Sequence Diagrams and showed us his DIA diagrams in our Dropbox Folder. Brendan discussed his progress on the project on Update CRATD. Lindsey gathered the team's previous documentation of times (Project Time Logs) from IP01/IP02 and the team estimated the remaining time for our project. Team determined that Lindsey should turn in our progress by Saturday to Dr. Mayer.

FOURTH MEETING:

Tuesday October 23, 2012 after 17:00 in Engineering Building
Members Present: Brendan Lehman, Brian Olsen, Lindsey Shelton
Start Time: 16:45
End Time: 17:05

Team met and discussed our progress on our project. We analyzed our team's documentation and determined what our final improvements would be before Thursday. We also decided to meet on Thursday to finish up our document progress.

FIFTH MEETING:

Thursday October 25, 2012 after 17:00 in Engineering Building
Members Present: Brendan Lehman, Brian Olsen, Lindsey Shelton
Start Time: 16:34
End Time: 17:20

Team worked on finalizing our documents. Lindsey showed team her final Software Project Management Plan for review. Team discussed Dr. Mayer's suggested changes for project. Brian and Lindsey reviewed Brendan's Use-Cases and Documentation for final review. Brendan and Lindsey reviewed Brian's new updates to his Class Diagram and Sequence Diagrams.