

GP 03 - 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 October 25, 2012 at 17:00 in Engineering Building

Members Present: Brendan Lehman, Brian Olsen, Lindsey Shelton

Start Time: 16:43

End Time: 17:14

Agenda: Our agenda for this meeting is to discuss our approach to our Design Workflow. We will divide tasks amongst all team members and project deadlines.

Meeting Notes: Discussed Dr. Mayer's requirements for Design Workflow. Discussed over the weekend goal of taking a look at the project and rough drafting our PDL and updated class changes.

SECOND MEETING:

Monday October 29, 2012 at 18:00 in Engineering Building

Members Present: Brian Olsen, Lindsey Shelton

Start Time: 16:46

End Time: 17:00

Agenda: Our agenda for this meeting is to discuss progress on Design Workflow Project. Also as a team we want to finish our Design Benefit paper as well as our Design Review and Findings paper.

Meeting Notes: We discussed our progress on the program. Brian discussed his updated changes to sequence diagrams and what he and Brendan have done in the PDLs. Lindsey asked about what to base the Design Review and Findings paper according to Dr. Mayer. Brian stated to use use-cases to extract data and note the updated changes log.

THIRD MEETING:

Thursday November 1, 2012 after 17:00 in Engineering Building
Members Present: Brendan Lehman, Brian Olsen, Lindsey Shelton
Start Time: 16:49
End Time: 17:12

Agenda: Our agenda for this meeting is to discuss our progress on the Design Workflow. We also plan on assisting each other with issues if need be.

Meeting Notes: Our team briefly went over our progress. Brian and Brendan are still working on pseudo-code. We decided to clean up our program over the weekend and review our progress at Tuesday's meeting

FOURTH MEETING:

Tuesday November 6, 2012 after 17:00 in Engineering Building
Members Present: Brendan Lehman, Brian Olsen, Lindsey Shelton
Start Time: 16:48
End Time: 17:08

Agenda: Our agenda for this meeting is to review our progress on the Design Workflow. We will make suggestions for changes to teammates. We want to know if product ready for delivery.

Meeting Notes: We reviewed our PDLs and decided there still were changes needed. We decided to review our Design Workflow package again in next meeting on Wednesday.

FIFTH MEETING:

Wednesday November 7, 2012 after 18:00 in Engineering Building
Members Present: Brendan Lehman, Brian Olsen, Lindsey Shelton
Start Time: 18:28
End Time: 19:30

Agenda: Our agenda for this meeting is to tie together our program and get it read for release to Dr. Mayer for inspection and grading. We also plan on doing last minute fixes if need they be.

Meeting Notes: We met and discussed our progress on the program. The majority of this team meeting was assisting each other on our finalizations for the Design Workflow project. Finalizing everyone's times into one document will be the priority of Thursday before submission.