08

**Fall**

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