**Project Meeting Minutes**

**for the**

**SIUE Department of Computer Science**

**CS425 / CS499 Senior Project**

**Software Design and Implementation Courses**

**by**

**Zach Benchley, Matt Lievens, Logan Maughan, Brian Olsen**

**of**

****

**Learning Outcomes-Based Assessment Database Team**

Note: This is where all meetings notes that happen outside of each sprint will be placed.

08

**Fall**

# FIRST MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| September 3rd, 2013 | 1650 | 1725 | 35 min |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| First team meeting   * Discuss Team Roles * Discuss Project Specification * Discuss Project Requirements * Discuss Agile Use Cases |
| **Meeting Notes** |
| Accomplishments:   * Discussed Team Roles  1. Zach Benchley – Scrum Master 2. Matt Lievens – Database Lead 3. Brian Olsen – Quality Controller 4. Logan Maughan – Owner Proxy  * Discussed Project Specification – Background, Purpose, etc.. * Discussed Project Requirements * Discussed Agile Use Cases – We’re a little confused on this   Goals:   1. Gain understanding of Project Specification 2. Start working on the Porject Specification Document 3. Start working on Project Name and Logo |

# SECOND MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| September 5th, 2013 | 1800 | 1915 | 75min |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
| Dr. Tom Foster (Client) |
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| **Agenda** |
| First client meeting   * Introductions * Discuss Project Requirements * Discuss Project Purpose * Throw around some ideas |
| **Meeting Notes** |
| Accomplishments:   * Discussed Project Requirements * Discussed Project Purpose * Threw around some ideas for Specification   Goals:   1. Define Process Specification |

# THIRD MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| September 10th, 2013 | 1520 | 1625 | 65 min |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * Update on progress on Project specification * Assign responsibilities for specific agile use cases * Flush out Requirements to make Agile Use cases |
| **Meeting Notes** |
| Accomplishments:   * Updated on progress on Project specification * Assigned responsibilities for specific agile use cases * Flushed out Requirements to make Agile Use cases   Goals:   1. Finish Requirements 2. Finalize all documentation for project specification |

# FOURTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| September 19th, 2013 | 1530 | 1625 | 55 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * Discuss Project Plan * Assign who is doing what section of Project Plan |
| **Meeting Notes** |
| Accomplishments:   * Discussed Project Plan * Assigned who is doing what section of Project Plan   Goals:   1. Estimation(Zach) 2. Resources (Logan) 3. Scheduling (Logan) 4. Communication(Brian) 5. Quality Assurance (Brian) 6. Exit Strategy (Matt) |

# FIFTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| September 24th, 2013 | 1530 | 1605 | 35 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * Update on Team Progress for Project Plan * Owner Proxy update on Client Needs * Define Risks * Define Exit Strategy |
| **Meeting Notes** |
| Accomplishments:   * Estimation(Zach) * Resources (Logan)   Goals:   * Scheduling (Logan) * Architecture Document (Zach) * Risk Document (Brian) * Exit Strategy (Matt) |

# SIXTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| September 26th, 2013 | 1530 | 1615 | 45 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * Update on Team Progress for Project Plan |
| **Meeting Notes** |
| Accomplishments:   * Scheduling (Logan) * Architecture Document (Zach) * Risk Document (Brian) * Exit Strategy (Matt)   Goals:   1. Finalize Project Plan |

# SEVENTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| October 3rd, 2013 | 1530 | 1615 | 45 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * Go over Game plan for Sprint 1 |
| **Meeting Notes** |
| Accomplishments:   * Discussed items for each individual to accomplish through out the sprint. * Discussed what resources that are still needed for sprint.   Goals:   1. Start Researching JavaFX 2. Start Researching SQLLite 3. Establish Wiki 4. Learn Bitbucket 5. Learn Eclipse |

# EIGHTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| October 8th, 2013 | 1530 | 1600 | 30 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
| Dr. Mayer (Oversight) |
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| **Agenda** |
| * Go over Game plan for Sprint 1 |
| **Meeting Notes** |
| Accomplishments:   * Discussed items for each individual to accomplish through out the sprint. * Discussed what resources that are still needed for sprint.   Goals:   1. Start Researching JavaFX 2. Start Researching SQLLite 3. Establish Wiki 4. Learn Bitbucket 5. Learn Eclipse |

# NINTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| October 29th, 2013 | 1800 | 1855 | 55 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
| Dr. Tom Foster (Client) |
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| **Agenda** |
| Second client meeting   * Updates on Project * Discuss Project Requirements accomplished * Show client GUI Prototype * Alleviate misunderstandings |
| **Meeting Notes** |
| Accomplishments:   * Updated Dr. Foster on Project * Discussed Project Requirements accomplished * Showed client GUI Prototype(Alleviated Misunderstandings) * Alleviated misunderstandings by talking through misconceptions and confusing topics.   Goals:   1. Make updates to the Prototype that were recommended by Dr. Foster 2. Refactor database to accommodate skill tree |

# TENTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| November 22, 2013 | 1330 | 1400 | 30 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
| Dr. Tom Foster (Client) |
| Dr. Gary Mayer (Oversight) |

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| **Agenda** |
| Third client meeting and Final Presentation   * Updates on Project * Discuss Project Requirements accomplished * Show client GUI Prototype * Alleviate misunderstandings |
| **Meeting Notes** |
| Accomplishments:   * Updated Dr. Foster and Dr. Mayer as well as various CS faculty on Project. * Discussed Project Requirements accomplished. * Showed client GUI Prototype. * Alleviated misunderstandings by talking through misconceptions and confusing topics.   Goals:   1. N/A |

# ELEVENTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| January 14, 2014 | 1700 | 1800 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| First meeting since break   * Sprint Planning * Alleviate misunderstandings * Set up times and responsibilities * Set up time for next meeting |
| **Meeting Notes** |
| Accomplishments:   * Set up Sprint Backlog * Discussed Project Requirements and any updates * Talked through updates thought up over the break. * Alleviated misunderstandings.   Goals:   1. Get ready for Sprint 3 2. Update documentation. |

# TWELTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| January 21, 2014 | 1700 | 1800 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| Finalize updates on documentation   * Set up times and responsibilities * Update Project plan hours * Update Project Risks * Update backlog * Set up time for next meeting |
| **Meeting Notes** |
| Accomplishments:   * Accomplished finishing touches on updates of documentation * Discussed current progress in sprint 3. * Fixed some issues in transitioning the GUI.   Goals:   1. Continue work for Sprint 3 |

# THIRTEENTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| January 22, 2014 | 1800 | 1915 | 75 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * Develop presentation for architecture diagram. * Assign sections for each team member to present. * Practice presentation. |
| **Meeting Notes** |
| Accomplishments:   * Developed presentation for architecture diagram. * Assigned sections for each team member to present. * Practiced presentation.   Goals:   1. Continue work for Sprint 3 |

# FOURTEENTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| January 30, 2014 | 1700 | 1800 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| Finish up the documentation for sprint 3   * Verify times were correct * Verify all tasks and goals were met * Update Tasks and Project backlog |
| **Meeting Notes** |
| No response from our client Dr. Foster to meet today.  Accomplishments:   * Verified times were correct * Verified all tasks and goals were met * Update Tasks and Project backlog   Goals:   1. Finalize work for Sprint 3 |

# FIFTEENTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| February 4, 2014 | 1700 | 1800 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| Discuss what tasks needed to be accomplished for sprint 4.  Assign Tasks to be accomplished.  Set up backlog |
| **Meeting Notes** |
| Accomplishments:   * Discussed what tasks needed to be accomplished for sprint 4. * Assigned Tasks to be accomplished. * Set up backlog   Goals:   1. Begin work for Sprint 4 |

# SIXTEENTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| February 6, 2014 | 1700 | 1900 | 120 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| Begin work on status report document.   * Divide up work on status report document * Work on responsibilities   Dr. Foster? |
| **Meeting Notes** |
| We were supposed to meet with Dr. Foster but he was sick. We have postponed the meeting to February 13th.  Accomplishments:   * Assigned work between team members   1. Zach      1. Graphs      2. Remaining Effort      3. Process Execution Evaluation   2. Logan      1. Person Hour Summary      2. Sprint Summary      3. Major Changes      4. Client Requirements Evaluation   3. Brian      1. Work accomplished      2. Work Produced      3. Risk Summary      4. Software Engineering Evaluation   4. Matt      1. To-Do List      2. Team Consensus      3. Communication & Self-Management Evaluation * Completed the Status Report Document.   Goals:   1. Work on presentation and practice presentation |

# SEVENTEENTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| February 10, 2014 | 1700 | 1830 | 90 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| Make presentation document  Divide up sections to present on  Practice presentation |
| **Meeting Notes** |
| Accomplishments:   * Made presentation document * Divided up sections to present on * Practiced presentation   Goals:   1. Continue work for Sprint 4 |

# EIGHTEENTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| February 13, 2014 | 1900 | 2000 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
| Dr. Foster (Client) |

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| **Agenda** |
| Update the client on the progress of the project.  Request for assistance to recruit users to test our software.  Get feedback from the client. |
| **Meeting Notes** |
| Accomplishments:   * Updated the client on the progress of the project. * Requested for assistance to recruit users to test our software.   + Will help us (follow up) * Got feedback from the client.   + Output specification   + Blackboard output specification.   Goals:   1. Continue work for Sprint 4 |
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# NINTEENTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| February 18, 2014 | 1700 | 1800 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| Finish up the documentation for sprint 4   * Verify times were correct * Verify all tasks and goals were met * Update Tasks and Project backlog |
| **Meeting Notes** |
| Accomplishments:   * Verified times were correct * Verified all tasks and goals were met * Update Tasks and Project backlog   Goals:   1. Finalize work for Sprint 4 |

# TWENTIETH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| February 20, 2014 | 1700 | 1800 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| Discuss what tasks needed to be accomplished for sprint 5.  Assign Tasks to be accomplished.  Set up backlog |
| **Meeting Notes** |
| Accomplishments:   * Discuss what tasks needed to be accomplished for sprint 5. * Assign Tasks to be accomplished. * Set up backlog   Goals:   1. Begin work for Sprint 5 |

# TWENTYFIRST MEETING

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| --- | --- | --- | --- |
| **When** | **Start Time** | **Finish Time** | **Total Time** |
| February 27, 2014 | 1700 | 1730 | 30 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| Discuss Current Code Reviews   * Matt * Logan   Discuss any issues this week. |
| **Meeting Notes** |
| Accomplishments:   * Discussed changes that need to be made   + Matt     - Remove unnecessary overridden methods.     - Better code commenting needed     - Take out the “ass” in our code   + Logan     - Add line Spacing     - Add commenting to initialize methods in controllers     - Remove feedback code from controller. * Discussed any issues this could bring to our code development.   Goals:   1. Continue work for Sprint 5 |

# TWENTYSECOND MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| March 6, 2014 | 1700 | 1745 | 45 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |

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| **Agenda** |
| Discuss Work Items for Spring Break   * Status Report * Discuss any possible issues.   Finish up the documentation for sprint 5   * Verify times were correct * Verify all tasks and goals were met * Update Tasks and Project backlog |
| **Meeting Notes** |
| Accomplishments:   * Discussed the work we plan to accomplish over spring break. * Verified times were correct * Verify all tasks and goals were met * Update Tasks and Project backlog   Goals:   1. Work on the Status Report    1. Zach       1. Graphs       2. Remaining Effort       3. Process Execution Evaluation    2. Logan       1. Person Hour Summary       2. Sprint Summary       3. Major Changes       4. Client Requirements Evaluation    3. Brian       1. Work accomplished       2. Work Produced       3. Risk Summary       4. Software Engineering Evaluation    4. Matt       1. To-Do List       2. Team Consensus       3. Communication & Self-Management Evaluation |

# TWENTYTHIRD MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| March 18, 2014 | 1700 | 1800 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| Discuss Status Report   * Determine what needs to get finished for the status report * Assign any missing status report items   Discuss Next Sprint   * Discuss what needs to be accomplished during sprint 6 * Split up tasks and make sure everyone is aware of what they need to do. |
| **Meeting Notes** |
| Accomplishments:   * Discussed status report and what needed to be done after reading Dr. Mayer’s comments from SR02. * Made sure that missing documents from SR02 were present in Dropbox and uploaded them to Bitbucket. * Prepared a response to Dr. Mayer regarding missing sections and points marked off for SR02. * Assigned all missing tasks from SR03 to team members to get done. * Discussed and split up tasks for sprint 6. * Set up backlog for sprint 6   Goals:   * Complete SR03 * Start work on sprint 6 |

# TWENTYFOURTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| March 20, 2014 | 1700 | 1800 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * Start preparations for the upcoming beta release * Send email to the client and request a meeting to prepare for the beta release |
| **Meeting Notes** |
| Accomplishments   * Went through what was required for the beta release and presentation * Created an outline for the presentation and split up tasks for that * Talked about any finishing touches that needed to be done in order to reach a point that the program was ready for beta. * Emailed Tom and requested a meeting   Things to do before beta:   * Logan - Finish up Skills, create outcome model, and create connections to the database within outcome model. * Matt - Fix some database queries for outcomes and any others that may arise * Brian - Fix any issues with exporting files to PDF/CSV * Zach – Finish Assignments * All - Fix a number of minor bugs/inconsistencies |

# TWENTYFIFTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| March 25, 2014 | 1900 | 2000 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
| Tom Foster (Client) |

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| **Agenda** |
| * Talk about the requirements that have been met (Use Product Backlog). * Talk about updated documents (Risks, Plan, etc…) * Talk about design decisions:   + Two skills with the same name (potential issue).   + Linux users final product will be .tar or executable? * Usability test study:   + How many people do we have?   + Show Tom test plan and discuss.   + Explain how the test will happen. * Show Tom the near finished Beta. |
| **Meeting Notes** |
| 1. Mac users will not need to have the authenticated software ( add instructions to change security settings for the machine) 2. Linux users will be fine to just tar the executable file. |

# TWENTYSIXTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| March 27, 2014 | 1600 | 1800 | 120 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * Beta Presentation   + Architecture.   + Remaining Developments.   + Make backup video (Zach?). * Project Manual (Zach, Logan, Brian) * Project Poster * Project Presentation * Bug Bash * Make the Beta builds |
| **Meeting Notes** |
| Accomplishments   * Created Beta presentation * Started project manual. * Fixed a number of small bugs and started connecting Assignments with the Skills Model. * Didn’t finish all bugs so builds will wait. |

# TWENTYSEVENTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| April 1, 2014 | 1700 | 1800 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * End of Sprint 6 * Documentation * Make sure acceptance test is ready * Verify that program works on Mac. |
| **Meeting Notes** |
| Accomplishments   * Finished acceptance test guide and verified that it was easy to follow. * Split up some documentation for the end of the sprint * Had an issue with the project build on Mac. There were a number of minor inconsistencies and even a large crash. The client mainly uses a Mac so team decided to push back acceptance test by a week. Beta build is finished despite this issue and will be pushed to Bitbucket tonight. * Emailed client about the Mac issue and asked to push the tests back by a week. |

# TWENTYEIGHTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| April 3, 2014 | 1700 | 1800 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * Bug check while waiting for Brian to fix Mac Build problem. * Talk about what else needs to get done * Talk about sprint 7 |
| **Meeting Notes** |
| Accomplishments   * Went through program and create a list of bugs * Assigned tasks for last sprint * Assigned all bugs to someone to fix. * Started fixing some minor bugs during meeting so we had less to do later * Brian continued to work on Mac issues * Worked on some styling |

# TWENTYNINTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| April 7, 2014 | 1700 | 1800 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * Talk about Acceptance Test/ Mac issue and decide what to do * Continue to test and get rid of bugs * Talk about styling |
| **Meeting Notes** |
| Accomplishments   * Decided that we were going to start the acceptance test even though the Mac issue was not yet fixed. Provided an alternate way to run the program on Mac * Started writing email to send to Tom to forward to everyone who agreed to participate in the test * Found a couple more minor bugs and added them to the list * Talked about what we wanted to change with the GUI (styling wise) * Assigned bugs and styling tasks to team members to get done. |

# THIRTIETH MEETING

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| --- | --- | --- | --- |
| **When** | **Start Time** | **Finish Time** | **Total Time** |
| April 10, 2014 | 1700 | 1800 | 60 |

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| --- |
| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * Start Final Presentation slides * Prepare for dry run on the 15th * Start Poster |
| **Meeting Notes** |
| Accomplishments   * Created outline for the Final Presentation Slides * Talked about what we wanted to put on the slides and who we wanted to talk about what * Assigned specific tasks within that outline for each team member to do before next class period * Started to look at the poster and decide what we wanted to put on it |

# THIRTYFIRST MEETING

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| --- | --- | --- | --- |
| **When** | **Start Time** | **Finish Time** | **Total Time** |
| April 15, 2014 | 1700 | 1800 | 60 |

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| --- |
| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * Look at some acceptance test results * Talk about what else has to be done (final touches) * Talk about the final presentation dry run and decide what needs to be changed/added/removed |
| **Meeting Notes** |
| Accomplishments   * Not as many results as expected. Emailed Tom and asked him to remind everyone that the deadline for the test is approaching * Compiled a list of final touches that needed to be done on the program and assigned tasks to team members (i.e. styling, minor bugs, Mac issues, etc.) * Thought the dry run went well. Made some minor suggestions for the presentation slides |