**Sprint 2 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**

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**Learning Outcomes-Based Assessment Database Team**

08

**Fall**

# FIRST 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. |

# SECOND 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 |

# THIRD 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 |

# FOURTH 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 |

# Total Meeting minutes

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| --- |
| **Total Time** |
| 255 min (4.25 hours ) |