**Sprint 4 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** |
| 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 |

# SECOND 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 |

# THIRD 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 |

# FOURTH 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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# FIFTH 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 |

# Total Meeting minutes

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| **Total Time** |
| 390 min (6.5 hours ) |