# **MEETING AGENDA**

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| **Project Name:** | Claim My Bag | **Group Number**: | 11 |
| **Date of Meeting:** (DD/MM/YYYY) | 02/03/2017 | **Time:** | 12:00 |
| **Meeting Facilitator:** | TA | **Location:** | Lab |

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| **1. Meeting Objective** |
| Discuss with the TA the roles of each member and the software development method being used for this project. |

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| **2. Attendees** | | |
| **Name (last name alphabetical order)** | **Student Number** | **Role in the Project** |
| Mevin Mathew | 400012057 | Designer, Programmer |
| Diya Mathews | 400014156 | Project Logger, Programmer |
| Kshitij Mehta | 4000012511 | Designer, Programmer |
| Shalmi Patel | 400023762 | Project Leader, Programmer |
| Scott Williams | 400031554 | Tester, Programmer |

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| **3. What has your team done since the last meeting (documents, code, reading material, etc.)?** | |
| **Description** | **Owner(s)** |
| N/A |  |
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| **4. Is anything slowing your team down on in your way?** | | |  |
| **Description** | | **Route cause(s)** | **The TA feedback** |
| N/A | |  |  |
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| **5. What you about to change from the way another team is doing? (Complete it if you have met another team today)** | | |  |
| **Topic** | **Another Team methods** | | **Your reflection** |
| N/A |  | |  |
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# **MEETING MINUTES**

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| **5. Notes, Decisions, Issues** | | | | | | | | |
| **Topic** | | | | | | **Owner** | | **Time** |
| Project Roles   * Team Leader : Keeps group on task and ensures all deadlines are met * Log Admin : Keeps record of group meetings * Designer : Works on pseudocode combining searching and sorting algorithms, and plans user interface * Programmer : Works on coding the designer’s designs * Tester : checks code for bugs, looks at project from clients point of view | | | | | | Diya | | during meeting |
| Software Development Methods   * Waterfall model | | | | | | Shalmi | | during meeting |
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| **6. What will your team do before the next meeting? (Action Items)** | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
| Complete Specifications Requirements | | | | | | Everyone | | 3/11/2017 |
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| **5. Next Meeting (if applicable)** | | | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | **Time:** |  | **Location:** | |  | |
| **Objective:** |  | | | | | | | |