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| Team Meeting | | | | | | | | | | | | | 2015-10-04 | | | | |
| 8PM - 9PM | | | | |
| Online Meeting ( Skype ) | | | | |
| Meeting called by: | | | | | | Christopher Sigouin | Type of meeting: | | | | | Initial Online Meeting | | | | | |
| Facilitator: | | | | | | None | Note taker: | | | | | None | | | | | |
| Timekeeper: | | | | | | None |  | | | | |  | | | | | |
| Attendees: | Matthew Hutchinson, Christopher Sigouin | | | | | | | | | | | | | | | | |
| Gwen Harwood Absent | | | | | | | | | | | | | | | | | |
| Minutes | | | | | | | | | | | | | | | | | |
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| Agenda item: | | **Review BJ’s comments noted on design document** | | | | | | Presenter: | | | | | | All members | | | |
| Discussion: | |  | | | | | | | | | | | | | | | |
| Reviewed comments on design document posted by Learning Instructor BJ. Some comments basically were just commenting on the design document itself. Others were pointing out issues with the document and details that were incorrect | | | | | | | | | | | | | | | | | |
| Conclusions: | |  | | | | | | | | | | | | | | | |
| Correct items that were pointed out by BJ on the design document | | | | | | | | | | | | | | | | | |
| Action items | |  | | | | | | | Person responsible | | | | | | | | Deadline |
| Corrected items on the design document. Push to Bit Bucket. | | | | | | | | | Christopher Sigouin | | | | | | | | 10/19/2015 |
|  | | | | | | | | |  | | | | | | | |  |
|  | | | | | | | | |  | | | | | | | |  |
| Agenda item: | | **Discuss next portions of design document** | | | | | | Presenter: | | | | | | All members | | | |
| Discussion: | |  | | | | | | | | | | | | | | | |
| Reviewed the items that will be required for the next submission of the design document. These include Section 2.1 ( Database ) and Section 2.2 ( Interface Designs ). These will be due on October 19th/ 2015 | | | | | | | | | | | | | | | | | |
| Conclusions: | |  | | | | | | | | | | | | | | | |
| Database design will be straight forward using normalization techniques and methods learned from Database Design course. Interface designs will be completed with requirements in mind ( CIS Look and Feel ). This applies to style and not menu layout noted by Matthew. | | | | | | | | | | | | | | | | | |
| Action items | | | | | | | | | | Person responsible | | | | | | | Deadline |
| None | | | | | | | | | | None | | | | | | | None |
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| Agenda item: | | | | **Assign workloads** | | | | Presenter: | | | | | | | | All members | |
| Discussion: | | | |  | | | | | | | | | | | | | |
| Reviewed the items that will be required for the next submission of the design document. These include Section 2.1 ( Database ) and Section 2.2 ( Interface Designs ). These will be due on October 19th/ 2015 | | | | | | | | | | | | | | | | | |
| Conclusions: | |  | | | | | | | | | | | | | | | |
| Matthew will be responsible for Section 2.2 ( Interface Designs ). Gwen and Chris will work on Section 2.1 ( Database design ). | | | | | | | | | | | | | | | | | |
| Action items | | | | | | | | | | Person responsible | | | | | | | Deadline |
| Section 2.1 ( Database Design ) | | | | | | | | | | Gwen and Chris | | | | | | | Oct 19/15 |
| Section 2.2 ( Interface Design ) | | | | | | | | | | Matthew | | | | | | | Oct 19/15 |
|  | | | | | | | | | |  | | | | | | |  |
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| Agenda item: | | | **Discuss due dates, next meeting, any unclear issues** | | | | | | | Presenter: | | | | | All members | | |
| Discussion: | | |  | | | | | | | | | | | | | | |
| Reviewed item. Due dates are currently as follows:  Due Oct 19 Initial Design Document Submissions  Due Dec 14 Final Project Solution  Due Dec 15 Final Project Presentations | | | | | | | | | | | | | | | | | |
| Conclusions: | |  | | | | | | | | | | | | | | | |
| No unclear issues. Decided that we would meet every Sunday at 8pm to update each other on progress. | | | | | | | | | | | | | | | | | |
| Action items | | | | | | | | | | | Person responsible | | | | | | Deadline |
| None | | | | | | | | | | | None | | | | | | None |
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| Other Information | | | | | | | | | | | | | | | | | |
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| Observers: | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Special notes: | | | | |  | | | | | | | | | | | | |
| Due dates are posted in these minutes. Next meeting will be scheduled for Sunday Oct 11th at 8pm. This meeting was typed in Skype ( haha ). I will notify Gwen so she can review what was discussed.f | | | | | | | | | | | | | | | | | |