# **MEETING MINUTES 1**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 02/03/2017 | | | | **Time:** | | | | 11.30AM-12.30AM | | | |
| **Minutes Prepared By:** | | | JIAJUN HE | | | | **Location:** | | | | Building 80.8.8 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss ideas of how to start a project, what SE project management model to follow. | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
| JIAJUN HE | | | |  | | | |  | | | | |  | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| Pavitra Vathsalaraj | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| What type of match making product we are doing | | | | | | | | | |  | | | |  |
| SE Skills each member is good at, type of work prefered for developing the product | | | | | | | | | |  | | | |  |
| Work allocation for next meeting | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| Prepare general requirement for the product before next meeting | | | | | | | | | | Every member | | | | 08/03 |
| Prepare basic prototype of the product before next meeting | | | | | | | | | | If Any | | | | 08/03 |
| Set up server in advance | | | | | | | | | | JIAJUN HE | | | | 08/03 |
| We will gather ideas for final project planning next week | | | | | | | | | |  | | | | 08/03 |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 08/03 | | | **Time:** | 8.30AM-10.30AM | | | **Location:** | | | 057.03.002 | | |
| **Objective:** | Finalize actual project plan, allocate work for project documentation, including project charter, WBS, User stories, Sprint backlog, gantt chart etc. | | | | | | | | | | | | | |

# **MEETING MINUTES 2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 08/03/2017 | | | | **Time:** | | | | 8:30AM-10:30AM | | | |
| **Minutes Prepared By:** | | | Pavitra Vathsalaraj | | | | **Location:** | | | | Building 57.03.02 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss and allocate parts for everyone and decide what platforms to use. | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra Vathsalaraj | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Discuss the general requirements | | | | | | | | | |  | | | |  |
| Decide the environment setup plan, such as php, sql, aws and discuss WBS, project charter, usecase and who does what  -decided to do php on cloud9 | | | | | | | | | |  | | | |  |
| product prototype and backlog for website designing | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| general requirement discussion | | | | | | | | | | Every member | | | | 08/03 |
| Product prototype | | | | | | | | | |  | | | | 08/03 |
| Environment setup plan | | | | | | | | | |  | | | | 08/03 |
| WBS, project charter, user scenario and print backlog | | | | | | | | | |  | | | | 08/03 |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 10/03 | | | **Time:** | 2:00pm-3.30pm | | | **Location:** | | | 80.10.04 | | |
| **Objective:** | Setup trello and github by next meeting and invite group members-Jason | | | | | | | | | | | | | |

# **MEETING MINUTES 3**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 10/03/2017 | | | | **Time:** | | | | 2:30AM-3:30AM | | | |
| **Minutes Prepared By:** | | | Pavitra Vathsalaraj | | | | **Location:** | | | | Building 80.10.04 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss and allocate parts for everyone and decide what platforms to use. | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra Vathsalaraj | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from everyone: created Github, cloud9 and trello accounts | | | | | | | | | | Everyone | | | |  |
| Update from Jiajun: uploaded user story to google drive and working on the product backlog . | | | | | | | | | |  | | | |  |
| Discussed how the page should be and going to start on the prototype  Finalised the platforms to be used | | | | | | | | | | everyone | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| account sign up | | | | | | | | | | Every member | | | | 10/03 |
| Suggested/Finalised php platform | | | | | | | | | | Pavitra | | | | 08/03 |
| Finalised prototype platform and Backlog & User story | | | | | | | | | | Jason & Jun | | | | 08/03 |
| Main page discussion | | | | | | | | | | Everyone | | | | 08/03 |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 15/03/2017 | | | **Time:** | 8.30AM-10.30AM | | | **Location:** | | | 57.03.02 | | |
| **Objective:** | Pavitra: start main webpage on cloud9 (php) Kim: study php and Laravel and add to main page upon learning Jason: Work on search algorithm/back functions Jun: Start on the prototype on Balsamiq and start charter/product backlog | | | | | | | | | | | | | |

# **MEETING MINUTES 4**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 15/03/2017 | | | | **Time:** | | | | 8:30AM-10:30AM | | | |
| **Minutes Prepared By:** | | | Jason, Jun, Pavitra, Kim | | | | **Location:** | | | | Building 57.03.02 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss and finalize documentation (project charter and project scope), programming platform before coding is initiated. | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra (Absent due to sickness) | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Pavitra: Created index.html on cloud9 and started front page, done meeting doc. | | | | | | | | | |  | | | |  |
| Update from Jiajun: completed initial design of web page prototype on Balsamiq. Left Product backlog behind (Underestimated time) | | | | | | | | | |  | | | |  |
| Update from Jason: Researching buyer/seller algorithm | | | | | | | | | |  | | | |  |
| Update from Kim: completed setup laravel to localhost (xampp), studying php | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| done index.html page on cloud9 | | | | | | | | | | Pavitra | | | | 15/03 |
| Complete project charter | | | | | | | | | | Everyone | | | | 17/03 |
| Complete product backlog | | | | | | | | | | JiaJun | | | | 17/03 |
|  | | | | | | | | | |  | | | |  |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 17/03/2017 | | | **Time:** | 2:30PM-3:30PM | | | **Location:** | | | 80.10.03 | | |
| **Objective:** | Pavitra: complete questions 2 to 5 on project charter Kim: Setup scrum in trello, setup Laravel to AWS server.  Jason: Continue research on trade matchmaking algorithm, project charter governance/methodology Jun:  Everyone: We have to use Github, no more using C9. | | | | | | | | | | | | | |

# **MEETING MINUTES 5**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 17/03/2017 | | | | **Time:** | | | | 2:30pm-3:30pm | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 80.10.03 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss and finalising charter as well as function priority. | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra | | | |  | | | |  | | | | |  | |
| Saelon Kim (Absent due to work) | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Pavitra: Researched about project charter and done work on project charter and uploaded her version to google docs. | | | | | | | | | |  | | | |  |
| Update from Jiajun: Uploaded part of the brief project charter (question 1) | | | | | | | | | |  | | | |  |
| Update from Jason & Kim: Haven’t completed this week’s task due to other assignments. | | | | | | | | | |  | | | |  |
| Discussed website function priority for coding.  Discussed authentication method for login. | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| Completed project charter work and uploaded to google doc | | | | | | | | | | Pavitra | | | | 17/03 |
| Briefly summarised project charter (question 1 & 8) | | | | | | | | | | Jiajun | | | | 17/03 |
|  | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 22/03/2017 | | | **Time:** | 8:30am-10:30am | | | **Location:** | | | 57.03.02 | | |
| **Objective:** | Pavitra: Continue with the web design and complete project charter doc. Kim: Complete this week’s task which is to set up scrum in trello, setup Laravel to AWS server.  Jason: complete this week’s work on project charter. and continue research on algorithm implementation.  Jun: Research on database and install database and php  Everyone: Initiate coding for small functions while prioritising important functions that were discussed. | | | | | | | | | | | | | |

# **MEETING MINUTES 6**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 22/03/2017 | | | | **Time:** | | | | 8:30am-10:30am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 57.03.02 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le (Absent due to sickness) | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Pavitra: Finish project charter and send to teacher by next day and continue web design | | | | | | | | | |  | | | |  |
| Update from Jiajun: Finished prototype, product backlog | | | | | | | | | |  | | | |  |
| Update from kim: Finish installing laravel and start on github | | | | | | | | | |  | | | |  |
| Discussed website function priority for coding.  Discussed authentication method for login. | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| Finish Project charter and sent to Homy | | | | | | | | | | Pavitra, Jason, Victor | | | | 22/03 |
| Finish login and register page | | | | | | | | | | Everyone | | | | 29/03 |
|  | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 24/03/2017 | | | **Time:** | 2:30am-3:30am | | | **Location:** | | | 80.10.04 | | |
| **Objective:** | Pavitra: Continue with the web design and complete project charter doc. Kim: Complete this week’s task which is to set up scrum in trello, setup Laravel to AWS server.  Jason: complete this week’s work on project charter. and continue research on algorithm implementation.  Jun: Research on database and install database and php  Everyone: Initiate coding for small functions while prioritising important functions that were discussed. | | | | | | | | | | | | | |

# **MEETING MINUTES 7**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 24/03/2017 | | | | **Time:** | | | | 2:30pm-3:30pm | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 80.10.04 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He (Absent due another group meeting ) | | | |  | | | |  | | | | |  | |
| Pavitra | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Pavitra: Completed Project charter parts and resuming web design for login and rego page | | | | | | | | | |  | | | |  |
| Update from Jason: Completed project charter methodology and governance, starting algorithm coding and other function coding, waiting to test login and registration functions | | | | | | | | | |  | | | |  |
| Update from kim: | | | | | | | | | |  | | | |  |
| Discussed website function priority for coding. | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| Resume login and rego page | | | | | | | | | | Pavitra & Kim | | | | 29/03 |
| Initiate function coding relating to website, creating database tables | | | | | | | | | | Jason | | | |  |
| Login and Registration coding backend | | | | | | | | | | Victor | | | |  |
|  | | | | | | | | | |  | | | |  |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 29/03/2017 | | | **Time:** | 8:30am-10:30am | | | **Location:** | | | 57.03.02 | | |
| **Objective:** | Pavitra: Work on web page design(layout)  Kim: Work on web page design(layout)  Jason: Contiue algorithm coding and other function coding  Jun: Login and registration page coding | | | | | | | | | | | | | |

# **MEETING MINUTES 8**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 29/03/2017 | | | | **Time:** | | | | 8:30am-10:30am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 57.03.04 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Pavitra: Completed web design of login and registration page | | | | | | | | | |  | | | |  |
| Update from Jason: Tasks following from previous week | | | | | | | | | |  | | | |  |
| Update from Jiajun: Completed demo of login and registration | | | | | | | | | |  | | | |  |
| update from Kim: Completed testing demo | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| Resume login and rego page | | | | | | | | | | Pavitra & Kim | | | | 29/03 |
| Initiate function coding relating to website, creating database tables | | | | | | | | | | Jason | | | |  |
| Login and Registration coding backend | | | | | | | | | | Victor | | | |  |
|  | | | | | | | | | |  | | | |  |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 31/03/2017 | | | **Time:** | 2:30pm-4:30p | | | **Location:** | | | 80.10.04 | | |
| **Objective:** | Pavitra: Work on web page design with other pages  Kim:  Jason: Testing on login and registration function, start search function and buyer/seller display  Jun: | | | | | | | | | | | | | |

# **MEETING MINUTES 9**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 31/03/2017 | | | | **Time:** | | | | 11:30am-2:30am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 80.11.02 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le (1 hr) | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra ( 1 hr) | | | |  | | | |  | | | | |  | |
| Saelon Kim (1hr) | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Pavitra: installed Laravel, learnt basics and going to work on the pages on Laravel | | | | | | | | | |  | | | |  |
| Update from Jason: | | | | | | | | | |  | | | |  |
| Update from Jiajun: | | | | | | | | | |  | | | |  |
| update from Kim: installed Laravel, learnt basics and doing the update article page | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| Resume login and rego page | | | | | | | | | | Pavitra & Kim | | | | 05/04 |
|  | | | | | | | | | | Jason | | | |  |
|  | | | | | | | | | | Victor | | | |  |
|  | | | | | | | | | |  | | | |  |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 05/04/2017 | | | **Time:** | 8:30pm-10:30p | | | **Location:** | | | 57.03.02 | | |
| **Objective:** | Pavitra: Work on web page design on Laravel  Kim: Work on laravel  Jason:  Jun: | | | | | | | | | | | | | |

# **MEETING MINUTES 10**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 05/04/2017 | | | | **Time:** | | | | 8:30am-10:30am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 57.03.02 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra (Absent due to death in the family) | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Pavitra: Completed account layout, change password layout and edit profile layout | | | | | | | | | |  | | | |  |
| Update from Jason: Completed coding for search function | | | | | | | | | |  | | | |  |
| Update from Jiajun: Completed backend coding for functions of creating a post | | | | | | | | | |  | | | |  |
| update from Kim: Complete create Item post layout | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| Resume login and rego page | | | | | | | | | | Pavitra & Kim | | | | 07/04 |
|  | | | | | | | | | | Jason | | | |  |
|  | | | | | | | | | | Victor | | | |  |
|  | | | | | | | | | |  | | | |  |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 07/05/2017 | | | **Time:** | 2:30pm-3:30p | | | **Location:** | | | 80.10.03 | | |
| **Objective:** | Pavitra: Complete other layouts  Kim: Seller or buyer profile page and main after login  Jason: Modify search code according to trello  Jun: Modify interest registration form and table, main page after login (message kim) | | | | | | | | | | | | | |

# **MEETING MINUTES 11**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 07/04/2017 | | | | **Time:** | | | | 2:30am-4:30am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 80.10.03 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Pavitra: Completed login success layout, registration success layout and logout success layout | | | | | | | | | |  | | | |  |
| update from Kim: completed create description, edit description layouts. Added more functions in the header. | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| Planned future progress | | | | | | | | | | Everyone | | | | 12/04 |
|  | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 12/04/2017 | | | **Time:** | 8:30pm-10:30pm | | | **Location:** | | | 57.03.02 | | |
| **Objective:** | Pavitra:  Kim:  Jason:  Jun: | | | | | | | | | | | | | |

# **MEETING MINUTES 12**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 12/04/2017 | | | | **Time:** | | | | 8:30am-10:30am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 57.02.03 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Pavitra: Completed login success layout, registration success layout and logout success layout | | | | | | | | | |  | | | |  |
| update from Kim: completed create description, edit description layouts. Added more functions in the header. | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| Planned future progress | | | | | | | | | | Everyone | | | | 12/04 |
|  | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 12/04/2017 | | | **Time:** | 2:30pm-3:30pm | | | **Location:** | | | 80.10.03 | | |
| **Objective:** | Pavitra: continue with the design layout over the holidays  Kim: continue with the design layout over the holidays  Jason:  Jun: | | | | | | | | | | | | | |

# **MEETING MINUTES 13**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 26/04/2017 | | | | **Time:** | | | | 8:30am-10:30am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 57.03.02 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **remarks** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le (Absent) | | | | sick | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra (Absent) | | | | sick | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Jiajun: Completed create post items | | | | | | | | | |  | | | |  |
| update from Kim: completed create view | | | | | | | | | |  | | | |  |
| Update from Pavitra: done delete profile | | | | | | | | | |  | | | |  |
| Update from Jason: done some testing | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| create delete item/post | | | | | | | | | | pavitra | | | | 3/5/17 |
| create edit | | | | | | | | | | Kim | | | | 3/5/17 |
| Keep testing | | | | | | | | | | Jason | | | | 3/5/17 |
|  | | | | | | | | | |  | | | |  |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 28/04/2017 | | | **Time:** | 1:30pm-2:30pm | | | **Location:** | | | 80.10.03 | | |
| **Objective:** |  | | | | | | | | | | | | | |

# **MEETING MINUTES 14**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 28/04/2017 | | | | **Time:** | | | | 1:30am-2:30am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 80.10.03 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **remarks** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Jiajun: content display and user preference has been done | | | | | | | | | |  | | | |  |
| update from Kim: continue with create edit | | | | | | | | | |  | | | |  |
| Update from Pavitra: continue with delete items/post | | | | | | | | | |  | | | |  |
| Update from Jason: keep testing | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| create delete item/post | | | | | | | | | | pavitra | | | | 3/5/17 |
| create edit | | | | | | | | | | Kim | | | | 3/5/17 |
| Keep testing | | | | | | | | | | Jason | | | | 3/5/17 |
| create view description history page layout | | | | | | | | | | Jiajun | | | | 3/5/17 |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 03/04/2017 | | | **Time:** | 8:30pm-10:30pm | | | **Location:** | | | 57.10.03 | | |
| **Objective:** |  | | | | | | | | | | | | | |

# **MEETING MINUTES 15**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 03/05/2017 | | | | **Time:** | | | | 8:30am-10:30am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 57.03.02 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **remarks** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Jiajun: done preference matching | | | | | | | | | |  | | | |  |
| update from Kim: continue with create edit and update | | | | | | | | | |  | | | |  |
| Update from Pavitra: completed delete account which also deletes the user's posts | | | | | | | | | |  | | | |  |
| Update from Jason: did testing and continuing with index | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| create delete post alone, without deleting the account | | | | | | | | | | pavitra | | | | 10/5/17 |
| create edit and update | | | | | | | | | | Kim | | | | 5/5/17 |
| Keep testing and continuing with index | | | | | | | | | | Jason | | | | 5/5/17 |
| admin function | | | | | | | | | | Jiajun | | | | 5/5/17 |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 05/05/2017 | | | **Time:** | 12:30pm-1:30pm | | | **Location:** | | | 80.08.08 | | |
| **Objective:** |  | | | | | | | | | | | | | |

# **MEETING MINUTES 16**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 05/05/2017 | | | | **Time:** | | | | 12:30am-1:30am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 80.08.08 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **remarks** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Jiajun: Keep testing and continuing with index | | | | | | | | | |  | | | |  |
| update from Kim: continue with create edit and update | | | | | | | | | |  | | | |  |
| Update from Pavitra: going through how to delete individual posts without deleting the account | | | | | | | | | |  | | | |  |
| Update from Jason: uploaded project to server and edited view des page | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| create delete post alone, without deleting the account | | | | | | | | | | pavitra | | | | 10/5/17 |
| create edit and update | | | | | | | | | | Kim | | | | 10/5/17 |
| Keep testing and continuing with index | | | | | | | | | | Jason | | | | 10/5/17 |
| continue with admin functions | | | | | | | | | | Jiajun | | | | 10/5/17 |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 10/05/2017 | | | **Time:** | 8:30pm-10:30pm | | | **Location:** | | | 57.03.02 | | |
| **Objective:** |  | | | | | | | | | | | | | |

# **MEETING MINUTES 17**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 10/05/2017 | | | | **Time:** | | | | 8:30am-10:30am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 57.03.02 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **remarks** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Jason: index page and function and delete post | | | | | | | | | |  | | | |  |
| update from Kim: finished account details and continuing with edit post | | | | | | | | | |  | | | |  |
| Update from Pavitra: Doing testing | | | | | | | | | |  | | | |  |
| Update from Jun: finished search index and continue with testing | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| Continue with testing and fix meeting minutes | | | | | | | | | | pavitra | | | | 17/5/17 |
| create edit post | | | | | | | | | | Kim | | | | 17/5/17 |
| do further testing and help kim with edit post | | | | | | | | | | Jason | | | | 17/5/17 |
| debug | | | | | | | | | | Jiajun | | | | 17/5/17 |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 12/05/2017 | | | **Time:** | 12:30pm-1:30pm | | | **Location:** | | | 80.10.03 | | |
| **Objective:** |  | | | | | | | | | | | | | |

# **MEETING MINUTES 18**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 12/05/2017 | | | | **Time:** | | | | 12:30am-1:30am | | | |
| **Minutes Prepared By:** | | | Jason | | | | **Location:** | | | | Building 80.08.08 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **remarks** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra (absent due to work) | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Jiajun: Continue with debugging and making installation documentation | | | | | | | | | |  | | | |  |
| update from Kim: continue with edit post and user instruction documentation | | | | | | | | | |  | | | |  |
| Update from Pavitra: Continue testing and updating meeting minutes | | | | | | | | | |  | | | |  |
| Update from Jason: Continue with testing and document testing data | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| update meeting minutes and minor testing | | | | | | | | | | pavitra | | | | 10/5/17 |
| edit post function | | | | | | | | | | Kim | | | | 10/5/17 |
| testing and testing documentation | | | | | | | | | | Jason | | | | 10/5/17 |
| debugging and changes in current documentation | | | | | | | | | | Jiajun | | | | 10/5/17 |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 17/05/2017 | | | **Time:** | 8:30pm-10:30pm | | | **Location:** | | | 57.03.02 | | |
| **Objective:** |  | | | | | | | | | | | | | |

# **MEETING MINUTES 19**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 17/05/2017 | | | | **Time:** | | | | 8:30am-10:30am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 57.03.02 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **remarks** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Update from Jiajun: debugging the test results | | | | | | | | | |  | | | |  |
| update from Kim: completed change password and one bug report | | | | | | | | | |  | | | |  |
| Update from Pavitra: Completed meeting minute updates and done a bit of testing | | | | | | | | | |  | | | |  |
| Update from Jason: done testing | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| complete more documentations | | | | | | | | | | pavitra | | | | 19/5/17 |
| do documentation | | | | | | | | | | Kim | | | | 19/5/17 |
| testing and documentation | | | | | | | | | | Jason | | | | 19/5/17 |
| debugging and documentation | | | | | | | | | | Jiajun | | | | 19/5/17 |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 19/05/2017 | | | **Time:** | 11:30pm-12:30pm | | | **Location:** | | | 80.10.03 | | |
| **Objective:** |  | | | | | | | | | | | | | |

# **MEETING MINUTES 20**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 19/05/2017 | | | | **Time:** | | | | 12:00am-1:00am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 80.10.03 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **remarks** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He (Absent) | | | |  | | | |  | | | | |  | |
| Pavitra | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
|  | | | | | | | | | |  | | | |  |
| Update from Kim: Continuing with documentation | | | | | | | | | |  | | | |  |
| Update from Pavitra: Continuing with documentation | | | | | | | | | |  | | | |  |
| Update from Jason: Continuing with testing and documentation | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| Complete more documentations | | | | | | | | | | pavitra | | | | 24/5/17 |
| do documentation | | | | | | | | | | Kim | | | | 24/5/17 |
| testing and documentation | | | | | | | | | | Jason | | | | 24/5/17 |
| debugging and documentation | | | | | | | | | | Jiajun | | | | 24/5/17 |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 24/05/2017 | | | **Time:** | 8:30pm-10:30pm | | | **Location:** | | | 57.03.02 | | |
| **Objective:** |  | | | | | | | | | | | | | |

# **MEETING MINUTES 21**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 24/05/2017 | | | | **Time:** | | | | 8:30am-9:30am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 57.03.02 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **remarks** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le (Absent: sick) | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| update from Jiajun: done debugging, peer review, doc 12 & other documentations. commencing more documentation | | | | | | | | | |  | | | |  |
| update from Kim: done user manual and commencing more documentation | | | | | | | | | |  | | | |  |
| Update from Pavitra: completed peer review & commencing gantt chart | | | | | | | | | |  | | | |  |
| Update from Jason: finished testing and peer review | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| Complete more documentations | | | | | | | | | | pavitra | | | | 26/5/17 |
| do documentation | | | | | | | | | | Kim | | | | 26/5/17 |
| do more documentation | | | | | | | | | | Jason | | | | 26/5/17 |
| complete more documentation | | | | | | | | | | Jiajun | | | | 26/5/17 |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 26/05/2017 | | | **Time:** | 10:30pm-11:30pm | | | **Location:** | | | 80.11.04 | | |
| **Objective:** |  | | | | | | | | | | | | | |

# **MEETING MINUTES 22**

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| **Meeting/Project Name:** | | | Programming project 1 (Internal project) | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 26/05/2017 | | | | **Time:** | | | | 10:30am-11:30am | | | |
| **Minutes Prepared By:** | | | Pavitra | | | | **Location:** | | | | Building 80.11.04 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| Discuss last week’s tasks and decide on what to complete by next meeting | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **remarks** | | | | **E-mail** | | | | | **Phone** | |
| Jason Le | | | |  | | | |  | | | | |  | |
| Jiajun He | | | |  | | | |  | | | | |  | |
| Pavitra (Absent: sick, but was online for group work) | | | |  | | | |  | | | | |  | |
| Saelon Kim | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| update from Jiajun: completing proposed assessment and other docs | | | | | | | | | |  | | | |  |
| update from Kim: completing final documentation (usage scenario) | | | | | | | | | |  | | | |  |
| Update from Pavitra: completing final documentation (gantt chart, meeting minutes) | | | | | | | | | |  | | | |  |
| Update from Jason: completing project report and risk register documents | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
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| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | | | **Time:** |  | | | **Location:** | | |  | | |
| **Objective:** |  | | | | | | | | | | | | | |