Team Meeting Report / Minutes

1. Date, Time (Start, End), Place / Meeting Method (e.g. Zoom, phone, etc)

● October 26 @ 5:30 - 6:30

● Zoom

2. Attendance (list all members, note present / absent, late, part time there, etc) Use for your

team metrics if you wish

● Present: Tara, Sophia, Iram, Tien, Ian (late)

a. Note who provided these notes (possibly rotate the role)

● Sophia

3. Key Topics Planned / Discussed

* Review cycle 1 and discuss mistakes, where to improve in the future
* Begin assigning tasks for cycle 2

4. Most Important Actions / Next Steps (and who will do by when etc.)

* Subgroup: coding
  + Finalizing initial read in and print - Tara and Ian
  + Add members - discuss this Friday
  + Search for members (using unique ID) - discuss this Friday
    - Parents/children
    - Siblings
* Subgroup: use case
  + Revise document for cycle 2 - Sophia and Iram
* Subgroup - requirements document
  + Revise document for cycle 2 - Tien
* Subgroup architecture document
  + Tien and Iram