Team Meeting Report / Minutes

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

● November 20 @ 10:15 am - 10:30

● 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, Ian, Iram

Not present: Tien

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

● Iram

3. Key Topics Planned / Discussed

* Testing: Test cases and test plans
* Code inspections
* Metrics
* Code features

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

* Complete by Monday Nov. 30 meeting (5:30pm)
* Need to do individual code inspection
* Write test plan, update class diagram - Iram
* Write test cases -Ian
* Update use cases -Sophia
* Update requirements -Tien
* New feature -Tara
* Complete team/customer report - Everyone
* Metrics - Everyone