

CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	Step Safe(Tentative)	Group Number:	5
Date of Meeting: (DD/MM/YYYY)	01/03/19	Time:	10:30am
Meeting Facilitator:		Location:	BSB 244

1. Meeting Objective

Find out what deadlines and documentation needs to be completed, complete requirements specifications, and assign roles.

2. Attendees

Name (last name alphabetical order)	Student Number	Role in the Project
Alice Ip	400078727	Mapping Research
Meijing Li	400110713	Sorting Research
Robert Vardy	001425404	Mapping Research
Indika Wijesundera	001431996	Searching Research

3. What has your team done since the last meeting (documents, code, reading material, etc.)?

Description	Owner(s)
Assigned Roles	All
Found Data	All
Decided on project	All

4. Is anything slowing your team down on in your way?

Description	Route cause(s)	The TA feedback
Busy with other assignments and tests	Additional Commitments	

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		

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.
 Add rows to the tables when it is necessary.

Submitted by: [Name]

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MEETING MINUTES

5. Notes, Decisions, Issues					
Topic		Owner		Time	
We were unaware of certain documents for outlining progress (ie log, roles etc). During this meeting we began completing all of them.		All		10:00	
Discussed between implementing our product on a web app or a mobile application. While the mobile application makes the app more useable, it is much more complicated to implement especially considering our time restriction.		All		10:30	
Began working on the Requirements Specifications.		Akk		10:40	
6. What will your team do before the next meeting? (Action Items)					
Action		Owner		Due Date	
Have all required documentations completed and accounted for		All		08/03/19	
Research different algorithms as tasked last meeting		All		08/03/19	
Work on prototype		All		08/03/19	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)			Time:		Location:
Objective:	Meeting not scheduled as of yet.				

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Submitted by: [Name]