Team Minutes

# Date: 07/03/2018

Chair: Beau Johnson

Secretariat: Leonard Meerwood

Attendees: Beau Johnson, Leonard Meerwood, Ryan Smith

Meeting Minutes

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| Agenda Items | Minutes |
| 1. What to Accomplish for Milestone 1 | * Team Summary * Project Proposal * Team Charter * Link to Push Communication * Link to version control repository |
| 1. How to work on documentation | * Consensus reached work on sections in individual documents. Final document will be merged at end. * Documents to be saved to communal OneDrive and then pushed to repository when complete. |
| 1. Team Charter | * Going to discuss later in week when Ryan is available. |
| 1. Project parts | * Beau to type up Project Proposal * Ryan to type up Team Charter * Lenny to type up rest and set up wiki. |
| 1. Technologies to be Used | * Suggested to do native Android app for the front end and use Redash for backend reports. |
| 1. Discussion of technologies and team charter | * A second meeting on Thursday to go over the technologies we want to use and what needs to be in the team charter. |
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Actions

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| Action Items | Assigned To | Complete By |
| 1. Set up Wiki | Leonard Meerwood | Friday 9/03/18 |
| 1. Type up Team Summary | Leonard Meerwood | Friday 9/03/18 |
| 1. Type up Project Proposal | Beau Johnson | Friday 9/03/18 |
| 1. Type up Team Charter | Ryan Smith | Friday 9/03/18 |
| 1. Type up Links to Push Communication and Version Control Repository | Leonard Meerwood | Friday 9/03/18 |