

WHEN: Tuesday, September 19th at 5:30 pm

PURPOSE: First team meeting, create project management plan

ATTENDANCE: William Hedges, William Johnson, Achinth Ulagapperoli, Eric Loseke

Meeting notes taken by Eric Loseke

Manish could not attend the meeting because of a physics quiz. We will give him the information from this meeting so he knows what we did.

Eric created a shared folder in Google Drive and shared it with every team member except Manish.

We have a temporary company name (Kansas Instruments) and project name (Doing Math with C++).

We created a document for the project management plan in the shared drive and filled in as much information as we could in sections 4.1.3, 3.2, 2.1, 4.1.2.

Eric created a template for the meeting notes in the shared drive.

Will Johnson needed to leave at 6:20 to get his car from a mechanic.

Eric needed to leave at 6:30 to get ready for the School of Music Collage Concert.

Manish will create a GitHub repository for the project. We need to decide on roles and responsibilities.