# **MEETING AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | Claim My Bag | **Group Number**: | 11 |
| **Date of Meeting:** (DD/MM/YYYY) | 11/04/2017 | **Time:** | All Day (10:00 am onwards) |
| **Meeting Facilitator:** | N/A | **Location:** | Online Google Docs |

|  |
| --- |
| 1. Meeting Objective |
| Work on Design Specifications and finish testing the project |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| **Name (last name alphabetical order)** | **Student Number** | **Role in the Project** |
| Mevin Mathew | 400012057 | Designer, Programmer |
| Diya Mathews | 400014156 | Project Logger, Programmer |
| Kshitij Mehta | 4000012511 | Designer, Programmer |
| Shalmi Patel | 400023762 | Project Leader, Programmer |
| Scott Williams | 400031554 | Tester, Programmer |

|  |  |
| --- | --- |
| 3. What has your team done since the last meeting (documents, code, reading material, etc.)? | |
| **Description** | **Owner(s)** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 4. Is anything slowing your team down on in your way? | | |  |
| **Description** | | **Route cause(s)** | **The TA feedback** |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| 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** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |

# **MEETING MINUTES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5. Notes, Decisions, Issues | | | | | | | | |
| **Topic** | | | | | | **Owner** | | **Time** |
| Design Specifications   * Shalmi and Diya worked on the over summary of the project * Diya completed the contributions table * Scott filled out the class descriptions * Scott completed the UML Diagram * Shalmi and Mevin worked on the module description * Kshitij completed the UML state diagrams * Diya and Shalmi modified the Use Case Diagram to match the final project | | | | | | All | | All Day |
| Testing   * Tested the edge cases of the project * Checked for duplicate airports in linked lists | | | | | | Scott | | 10:30 |
|  | | | | | |  | |  |
| 6. What will your team do before the next meeting? (Action Items) | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
| Hand in everything for the project | | | | | | Shalmi | | April 12, 2017 |
|  | | | | | |  | |  |
|  | | | | | |  | |  |
|  | | | | | |  | |  |
| 5. Next Meeting (if applicable) | | | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | **Time:** |  | **Location:** | |  | |
| **Objective:** |  | | | | | | | |