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| **#** | **EST Time** | **Item** |
| 1 | 0:10 | General Discussion, Catch up |
| 2 | 0:10 | Review 4-Up Chart from 12/6 |
| 3 | 0:10 | Review Tasks/Schedule from Last Semester |
| 4 | 0:10 | Evaluate what still needs to be done to get MVP |
| 5 | 0:10 | Take a look at redmine, update if necessary |
| 6 | *0:15* | *Assign actions, create Plan of Attack for Thursday* |
| 7 | 0:15 | Look at [When2Meet](https://www.when2meet.com/?7405061-xiGUJ), discuss when people will be on campus and when good times for extra meetings (planning, integration, etc.)  Decide on meeting dates & times   1. Sprint Planning meeting - this could be remote 2. Sprint post mortem/feedback meetings - can be remote 3. Time for daily standup |
| 8 | 0:10 | Review what we have, clear up any discrepancies.   * Decide Metrics * Update project plan |
| 8 | 0:30 | Go over Expectations/Process, discuss what else could be done/changes |

Time start: 4:55pm

Time end: 6:00pm

Attendance

Matt

Dan

Phil

Aaron

### Notes

1. **Decide on Team Leader**
   1. Matt
2. **Decide on meeting dates & times** - see sched above
   1. Extra meeting time
      1. Tuesday, Thursday 2-3
   2. Feedback meeting
      1. After meetings on Thursday, re-work feedback into documentation and update shit
   3. Sprint planning/ post mortem
      1. 9 on Fridays
   4. Time for daily standup - 9:45 to 10:15am daily
      1. Format:
   5. Live integration - as necessary / “Hack” days?
3. **Decide on Sprint duration**
   1. Matt - I set it for 1 week this sprint, 2 weeks for every other sprint except last one
      1. Sprints should end on Fridays at 9AM
4. **Who will manage project board**
   1. Matt - I was assuming I could add tasks and preferably other people could update them with their progress but I could as well based on daily stand-ups. Open for discussion.
5. **Plan out this sprint, work items and due dates (especially for our first meeting thursday)** - see sched above
6. **Review & update our current docs. Make sure we’re on the same page and clear up any discrepancies before moving forward** - for the documentation, it might be best for someone (probably Matt, but everyone could participate) to take a look and create a list of what needs to be done / changed / added and we can act based on that instead of spending time reviewing on the spot and reading (no offense just seems like a waste of time for during the meeting)

MVP - Need to connect Smart tv to api and front end ASAP

Have a working one push by sat 19th LATEST

Redmine - See if we need to back-post schedule from last semester to Redmine

**Matt** - Reserve library meeting room for 4:45 on Tuesdays ✔️

Email them for un-closing/deleting an issue and an agile plugin for Sprints ✔️

Email them to give Phil access to git repo for infokiosk ✔️

Daniel - test out jira

Documentation - add in working time to go over feedback and edit anything if necessary