**Meeting Minutes**

**Date:** January 14, 2014

**Start Time:** 7:30pm

**End Time:** 8:40pm

**Members Present:** Drew Aaron, Michael Beaver, Clay Boren,

Chad Farley, Andrew Hamilton, and Travis Hunt

**Members Absent:** N/A

**Topics** **Discussed**

* Members’ availability and contact information
* Members’ strengths and weaknesses
* Election of team leader, team secretary, and software quality assurance person
* Subdivisions of the team
* Future meeting places and times
* Data sharing
* Evaluations

**Decisions and Actions Taken**

The team elected Michael Beaver to handle secretarial duties, with Chad Farley assisting with technical documentation. The team elected Travis Hunt to be the team leader. Andrew Hamilton volunteered to lead the software quality assurance team. Drew Aaron and Clay Boren will be assisting him in drafting test files and ensuring the accuracy of test results. The team elected to work under the team name “Team Tunnel Snakes.”

The team exchanged availability times and contact information. Each member also noted their various strengths and weaknesses. (Corresponding tables may be found in the “Supplementary Tables” section.) Clay left the meeting early—around 8:10pm—without providing his strengths and weaknesses. Details of Clay’s strengths and weaknesses will be ascertained via email.

Chad proposed a subdivision of the team into two sub-teams focusing on the GUI frontend and the ASSIST/I backend. There will be a frontend project leader and a backend project leader. All team members will participate in the development of the frontend and backend to some degree. Drew volunteered to lead the fronted project, and Chad volunteered to lead the backend project. The sub-teams will be more organized more definitively (i.e., team members will be distributed) as the project details become more apparent.

The team will meet in Collier Library, the Keller 234 computer lab, the MAB 7 computer lab, the Christian Student Center, or at a team member’s house, as a last resort. The specific location will be determined prior to the meeting, and team members will be notified with sufficient notice. Meeting times will be determined as necessary, and team members will be given sufficient notice. There will be a mandatory weekly meeting each Tuesday after class. The location of each mandatory weekly meeting may vary and will be decided upon before the meeting commences. If necessary, the mandatory weekly meeting may be rescheduled.

Project data will be shared via the GitHub repository service. Travis will host the main repository (“Tunnel\_Snakes”) under his GitHub account. Versioning will be controlled via the services provided by GitHub. Copies of all paper documents will be emailed to Michael, and they will be posted to the GitHub repository for redundancy.

The evaluation forms were also considered. All team members agree to be truthful, impartial, and accurate in their evaluations of themselves and their teammates.

**Supplementary Tables**

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| **Team Members’ Contact Information** | | |
| **Name** | **Phone** | **Email** |
| Travis | (931) 626-5931 | thunt1@una.edu |
| Andrew | (256) 483-0006 | ahamilton@una.edu |
| Chad | (256) 762-4879 (text pref.) | cafarley@una.edu |
| Drew | (205) 388-6409 | aaaron@una.edu |
| Clay | (256) 483-7932 | clboren@una.edu |
| Michael | (256) 278-1605 | jbeaver1@una.edu |

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| --- | --- | --- |
| **Team Members’ Strengths and Weaknesses** | | |
| **Name** | **Strengths** | **Weaknesses** |
| Travis | Problem-solving, leadership, communication, teamwork, C++, Java, VB.NET, ASSIST/I, MARIE | Testing, documentation, mathematics |
| Andrew | Testing, mathematics, teamwork, C++, Java, ASSIST/I, MARIE | Documentation, lack of concision, public speaking, procrastination |
| Chad | Logic, abstraction, documentation, teamwork, C++, ASSIST/I | Mathematics, inexperienced with MARIE, impatience, fixation/obsession |
| Drew | Problem-solving, teamwork, versatility, GUI design, C++, Java, ASSIST/I, MARIE | Documentation, organization, public speaking, procrastination |
| Clay | Mathematics, GUI design | Inexperienced with ASSIST/I and MARIE, weak programmer |
| Michael | Problem-solving, mathematics, testing, debugging, teamwork, leadership, logic, writing, documentation, organization, GUI design, public speaking, C++, ASSIST/I, MARIE | Lack of concision, impatience, limited experience with VB.NET, inexperienced with Java, procrastination, excessive control, pride, flexibility |

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| **Team Members’ Daily Availabilities** | | | | | | | |
| **Name** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| Travis | 9am-3pm, 6pm-on | 3:15pm-6pm | 9pm-5pm | 3:15pm-6pm | 9am-on | Anytime | 12pm-on |
| Andrew | 4pm-on | 3:30pm-6pm, 7:30pm- on | 4pm-on | 3:30pm-6pm, 7:30pm-on | 4pm-on | Anytime | Anytime |
| Chad | Anytime | 9am-6pm, 7:30pm-on | 9am-4pm | 9am-6pm, 7:30pm-on | 9am-4:30pm | Anytime | Not available |
| Drew | Anytime | 2pm-6pm, 7:30pm-on | Anytime | 2pm-6pm, 7:30pm-on | Anytime | Anytime | Anytime |
| Clay | 6pm-on | 7:30pm-on | 6pm-on | 7:30pm-on | 6pm-on | Anytime | 12pm-on |
| Michael | 10am-1:30pm, 5pm-on | 3:30pm-6pm, 7:30pm-on | 5pm-on | 7:30pm-on | 12pm-on | Anytime | Anytime |