**Meeting Minutes**

**Date:** February 6, 2014

**Start Time:** 7:15pm

**End Time:** 7:30pm

**Members Present:** Drew Aaron, Michael Beaver, Chad Farley,

Andrew Hamilton, and Travis Hunt

**Members Absent:** Clay Boren

**Topics** **Discussed**

* Next team meetings

**Decisions and Actions Taken**

The team had an impromptu meeting after class. The team has set two meeting times: February 7, 2014 at 1:00pm in Keller 234; and, February 8, 2014 at 12:00pm at the Christian Student Center. These meetings will be primarily concerned with drafting, completing, and finalizing the first major version of the software requirements specification document. Also, the team will begin outlining coding standards and will begin designing high-level backend diagrams and flowcharts.