**Meeting Minutes**

**Date:** March 6, 2014

**Start Time:** 3:30pm

**End Time:** 6:30pm

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

Chad Farley, Andrew Hamilton, and Travis Hunt

**Members Absent:** N/A

**Topics** **Discussed**

* Division and Description of Labor
* Detailed Design
* Team-Building Exercises

**Decisions and Actions Taken**

The team further refined the division and description of labor. Travis is the project lead, Chad is the Backend Lead, and Drew is the Frontend Lead. Andrew will transition between Backend and Frontend as he provides SQA support. Clay will be assisting Drew with the Frontend development. Michael and Travis will be assisting Chad with the Backend development. The Frontend team will be folded into the Backend team as needed. See the attached details.

The team began discussing the problems of the Detailed Design and potential solutions. The team has not settled on any details but is considering different options. The team will officially begin discussing and drafting the Detailed Design at the next team meeting.

The team also worked on team-building exercises. The team has made great progress in team cohesion and unity of vision. The team should be significantly more productive as the project progresses.

The next team meeting will be Friday, March 7, 2014 at 6:00pm at the Christian Student Center.

**Supplementary Information**

**Workload Schedule**

* Travis Hunt
  + Role:
    - Team Leader
  + Duties:
    - Manage communication between team and client/professor
    - Assure constant and quality communication between team members
    - Liaison between UI team and Backend team
    - Assist in designing and coding of Backend (moderate to heavy load)
      * Test code
    - Work with Secretary and SQA approving all major decisions
    - Assist Michael in overseeing Data Encapsulation in backend
* Michael Beaver
  + Role:
    - Secretary
  + Duties:
    - Prepare all required documentation and upload to GitHub
    - Ensure all project source code and files are uploaded to GitHub for professor review
    - Assist in determining coding standards
    - Assist SQA in determining traceability
    - Assist in designing and coding of Backend (moderate load)
      * Test code
    - Oversee Data Encapsulation in the backend with Travis
* Andrew Hamilton
  + Role:
    - SQA Lead
  + Duties:
    - Determine traceability in designs and code
    - Assure each UI component and functionality meets specifications and requirements
    - Determine coding standards
    - Assist in designing and coding of Backend (light to moderate load)
      * Assist with translator (passes of the assembler)
      * Test code
* Andrew Aaron
  + Role:
    - Frontend (User Interface) Lead
  + Duties:
    - Manage Clay in UI development (heavy load)
    - Provide functionality to UI forms and components constructed by Clay
    - Test functionality
    - Work with Chad on integration between user interface and the assembler/simulator
    - Work on backend items as specified by Chad
* Clay Boren
  + Role:
    - User Manual Lead
  + Duties:
    - Assist Andrew A. in UI development (moderate to heavy)
    - Design/Construct forms and components for UI and functionality
    - Test flow of UI (buttons, menu selections, dialogs)
    - Assist on integration with backend as needed
    - Work on backend items as specified by Chad
* Chad Farley
  + Role:
    - Backend (Assembler/Simulator) Lead (heavy load)
  + Duties:
    - Manage Travis, Andrew H. and Michael with Backend development
    - Focus on Library definition
    - Assist with data encapsulation (memory representation, registers, program status word, symbol table)
    - Work with Andrew A. on integration between user interface and the assembler/simulator
    - Develop web-based user manual