**Meeting Minutes**

**Date:** March 6, 2014

**Start Time:** 6:30pm

**End Time:** 6:45pm

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

Andrew Hamilton, Travis Hunt, and Dr. Patricia Roden

**Members Absent:** N/A

**Topics** **Discussed**

* Client Feedback

**Decisions and Actions Taken**

Work distribution looks good, but everyone must be open and willing to help and collaborate. Team members who finish a task early should either begin their next task or look to assist others. All code must be labeled with the authors and testers. Every function preamble will have the function name, its purpose, its input, its output, and its return values. The team will need to consider fixed limits, such as the maximum number of symbols. Some limits may need to be only in the source code only (as global constants) and not in the Options Dialog Window.

The client fears the team does not realize the full complexity of the Backend Simulator. The Backend Assembler is not as complex. The Backend Simulator will require the most thought and the most work.

The SQA needs to verify the Design documents. All features and designs must be traceable back to the Software Requirements Specification Document (SRS). All features in the SRS must be in the Design. The SQA will need to carefully verify the traceability before the team progresses into the Implementation Phase.