

## Team Meeting Log

|                                     |                                     |   |                             |
|-------------------------------------|-------------------------------------|---|-----------------------------|
| <b>Team Name:</b><br>InnovatED      | <b>Meeting Log:</b><br>Milestone #3 | <b>Date:</b><br>04/28/2018  | <b>Duration:</b><br>3 hours |
| <b>Team Members (* team leader)</b> | <b>Name</b>                         | <b>Contribution</b>   | <b>Signature</b>            |
|                                     | Brad van Fleet *                    | 25%   |                             |
|                                     | Caiden Kehrer                       | 25%   |                             |
|                                     | Emily Starks                        | 25%   |                             |
|                                     | Riley Giles                         | 25%   |                             |
| <b>Topics Discussed</b>             |                                     | <ul style="list-style-type: none"><li>• Discussed Milestone 3 requirements and assigned tasks to each team member</li><li>• Discussed how to handle 6-digit calculations</li><li>• Discussed implementation of load/save functionality</li><li>• Discussed unit tests</li><li>• Discussed improving test cases</li><li>• Discussed CCB</li></ul>  |                             |
| <b>Obstacles Encountered</b>        |                                     | <ul style="list-style-type: none"><li>• None</li></ul>  |                             |
| <b>Finished Items</b>               |                                     | <ul style="list-style-type: none"><li>• Divided Milestone 3 requirements into backlog items</li><li>• Unit tests</li><li>• Test cases</li><li>• 6-digit number processing</li><li>• Load/save program functionality</li><li>• Edit instructions functionality</li><li>• Misc. documentation</li><li>• Functional requirements</li><li>• Non-functional requirements</li><li>• Backlogs and sprints</li><li>• Quality control essay</li><li>• README file</li><li>• Use case diagram</li><li>• Class diagram</li><li>• Meeting log</li></ul> |                             |
| <b>Unfinished Items</b>             |                                     | <ul style="list-style-type: none"><li>• None</li></ul>  |                             |
| <b>Note</b>                         |                                     | <ul style="list-style-type: none"><li>• N/A</li></ul>   |                             |