

## Standard Meeting Minutes Samples

### Notes

Recent Individual Accomplishments, and Current Individual Activities can be descriptive or bullet points.

Individual Action Items provide roles on who are working on what for the next Meeting Minutes. Preferably not say “everyone” is doing the same single task.

Grammar isn’t graded, as long as your group made progress.

----- Late Meeting Minutes Deductions -----

1 day late: 1 point deduction

2 days late or within the week: 2 points deduction

Every week past the due date: 50% points deduction

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Note: Group 15 did a good job. There is clear indication of activity and progress, on both group and individual level, and individual accountability.

Group 15      Date: November 5 2020      Time: 20:00      Duration: 90 Minutes

Present, on time: Seymour Flowers, Ima Student, Wendy Claudius, Una Polonius

Present, not on time: None

Absent: None

### **Synopsis:**

-We discussed issues we were having while trying to implement logic and front end UI together. We were using separate files and came across issues with different versions across the team.

**Recent Individual Accomplishments:** Seymour and Wendy had a fully implemented dictionary of class objects pertaining to the properties. Una and Ima reconfigured the UI to use the logic created in a separate file. Reconfiguration consisted of using certain types of UI objects like buttons that called functions and displaying dynamic lists.

### **Current Individual Activities:**

Una & Ima will flush out details for the UI and having a deeper integration with the logic.py file to rely less on the main.py file for any logic and instead rely only on the logic.py file. UI will also be adapted to better show changes in the game such as where the player is.

Wendy & Seymour will test existing logic and create further logic needed such as buying houses and mansions for properties and checking who owns properties when landed on.

### **Individual Action Items:**

Una: Fix details of the UI for overall a cleaner look

Ima: Integrate more of the logic in the UI such as updating board position in the UI

Wendy: Work more on the logic such as implementing house buying and checking if property is owned

Seymour: Adding more logic needed for a full game play such as chance cards and community chest cards

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Note: Group 20 has room for improvement. The individual action items have individual accountability, but the recent individual accomplishments and current individual activities do not indicate who is doing what. ( Some of the incomplete sentences / phrases are not clear either, but that is a different problem.

Group: 20                      Date: 10/30/2020   Time: 6:30 PM   Duration: 1 hour

Present, on time: Banquo Glover, Tybalt Laurence, Hamlet John, Ophelia Jane

Present, not on time: N/A

Absent: N/A

**Synopsis:** The purpose of this meeting was to discuss progress made regarding current project.

### **Recent Individual Accomplishments:**

- Can insert image variables to our code now
- Added animations for keyboard pressing!
- Added in proper coloring for Black Keys
- Added letters to keyboard to identify notes more easily
- Resolve JDK Configuration issues

- One page of sheet music can be seen on the page now

#### **Current Individual Activities:**

- Set up text boxes to enter tutorial mode.
- Set up multiple Images and be able to iterate through them with an event handler
- Display images in proper scaling and resolution

#### **Individual Action Items:**

Ophelia: Investigate options to scan resources folder for files.

Hamlet: Investigate new method to retain sheet music images

Tybalt: Find a way to iterate through said file system (maybe streams)

Banquo: Investigate more streamline system for handling key input

#### *Example of Bad Meeting Minutes*

Points will be deducted accordingly.

- Using “we”
- No individual accountability

Group: 1 Date: 10/5 – 10/7/2020 Time: 8pm to 10pm Duration: 6 hours Location: Facetime & Discord

Present, on time: Ariel Aurora, Peter Pan

Present, not on time:

Absent:

Duncan McGarth, Macbeth Turner (due to family gatherings)

#### **Synopsis:**

**We** worked on polishing up what **we** had for the demonstration for the TA's. **We** also wanted to add more features so that the TA's would get a better sense of what the game entails.

#### **Recent Accomplishments:**

**We** continued to work on the GUI for the main scene.

**We** were able to get the character to move along the bottom of the screen as the player continues throughout the game.

**We** also were able to set up the storyline for before and after Scene One of the game.

**We** implemented functionality of buttons on Scene One.

#### **Current Activities:**

**We** are almost finished with Scene One in Scene Builder, but **we** want to convert it all to traditional GUI since **we** are more familiar with that. This way **we** will be able to debug more easily as well as implement more advanced features that **we** planned to have.

First, **we** will redo what **we** already have created with Scene Builder in Java. Then **we** will continue to work on more features of Scene One, like the knapsack.

#### **Action Items:**

**Everyone:** **We** will continue to work together to convert what we currently have into traditional Java GUI. This will take a lot of effort from everyone, but it will pay off in the long run. After **we** are able to complete this, **we** can continue to make progress on the game.