# **MEETING AGENDA**

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| **Project Name:** | Habitat | **Group Number**: | 03 |
| **Date of Meeting:** (DD/MM/YYYY) | 03/07/2017 | **Time:** | 12pm |
| **Meeting Facilitator:** | Abdul Moiz | **Location:** | Facebook |

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| **1. Meeting Objective** |
| To ensure all components of Final Project are ready for submission |

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| **2. Attendees** | | |
| **Name (last name alphabetical order)** | **Student Number** | **Role in the Project** |
| **Kareem Khaled** | 400032153 | Project Secretary, Developer |
| **Mohid Makhdoomi** | 400021935 | Lead Developer |
| **Abdul Moiz** | 400017302 | Project Coordinator |
| **Jakub Pawlikowski** | 400011899 | Head of Research, Developer |
| **Tyler Phillips** | 400017512 | Developer |

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| **3. What has your team done since the last meeting (documents, code, reading material, etc.)?** | |
| **Description** | **Owner(s)** |
| Completed GUI/UI | Tyler, Jakub, Mohid |
| Completed Graphing Component | Mohid, Abdul |
| Completed Design Spec | The Team |
| Finalized Final Project | Mohid |
| Fixed Requirement Spec Errors | Mohid, Kareem |

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| **4. Is anything slowing your team down on in** any way? | | |  |
| **Description** | | **Route causes** | **The TA feedback** |
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| **5. What you about to change from the way another team is doing? (Complete it if you have met another team today)** | | |  |
| **Topic** | **Another Team methods** | | **Your reflection** |
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# **MEETING MINUTES**

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| **5. Notes, Decisions, Issues** | | | | | | | | |
| **Topic** | | | | | | **Owner** | | **Time** |
| Reviewed Missing components in Design Spec Document | | | | | | Mohid, Kareem | | 12:00 |
| Confirmed Requirement specs is complete | | | | | | Mohid, Kareem | | 12:30 |
| Planned fixes for requirement specs document | | | | | | Mohid, Kareem | | 1:00 |
| Finalize Graphing component | | | | | | Mohid, Kareem | | 3:00 |
| Finalize GUI/UI | | | | | | The Team | | 5:00 |
| **6. What will your team do before the next meeting? (Action Items)** | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
| Submit Final Project | | | | | | Kareem | | Apr. 12, 2017 |
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| **5. Next Meeting (if applicable)** | | | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | **Time:** |  | **Location:** | |  | |
| **Objective:** |  | | | | | | | |