# **MEETING AGENDA**

| **Project Name:** |  | **Group Number**: |  |
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| **Date of Meeting:** (DD/MM/YYYY) | 2 Apr 2018 | **Time:** |  |
| **Meeting Facilitator:** |  | **Location:** |  |

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| 1. Meeting Objective |
| Finalize Presentation, Practice Script and Presenting, Finalize site design, finalize site integration with backend |

| 2. Attendees | | |
| --- | --- | --- |
| **Name (last name alphabetical order)** | **Student Number** | **Role in the Project** |
| Eoin Lynagh | 400067675 |  |
| Alexander Kingsland | 400069225 |  |
| Artemiy Kokhanov | 400074430 |  |
| Moziah San Vicente | 400091284 |  |
| Graeme Woods | 400070363 |  |

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| 3. What has your team done since the last meeting (documents, code, reading material, etc.)? | |
| **Description** | **Owner(s)** |
| Presentation Rough Script | Eoin Lynagh |
| Slides | Mo San Vincente, Artem K |
| Icon Design(s) | Artem K, Graeme Woods |
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| 4. Is anything slowing your team down on in your way? | | |  |
| **Description** | | **Route cause(s)** | **The TA feedback** |
| Website Design Decisions, how to make the drop down, questionnaire | |  |  |
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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** |
| Website Design Discussion, Should we use a questionnaire?, Drop down menu? | | | | | |  | | 3:30 – 5:00 |
| How to pass information to and from slide, we are considering arrays or strings currently. Also fixing some methods to take different/more useful parameters | | | | | |  | | 5:00 – 9:00 |
| Discussed | | | | | |  | |  |
| 6. What will your team do before the next meeting? (Action Items) | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
| N/A | | | | | |  | |  |
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| 5. Next Meeting (if applicable) | | | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | **Time:** |  | **Location:** | |  | |
| Objective: |  | | | | | | | |