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| --- | --- | --- | --- | --- | --- |
| Team #1 Meeting | | | | | Date : Feb 4, 2021Time 10:20-11:40AMLocation Zoom |
| Meeting called by: | Nathan Moore | | Type of meeting: | General Planning/Discussion | |
| Facilitator: | Cody Bracewell - Zoom | | Note taker: | Nathan Moore | |
| Attendees: | | Nathan Moore, Cody Bracewell, Johnathan Lewis, Joseph Lambo | | | |
| Please bring: | | N/A | | | |

# Agenda

**Planned Topics:**

1. **Github**
2. **Scheduling/Planning**
3. **Project Flow Chart/Use Cases, Requirements**

# Minutes

**Use Star UML for Project Flowchart**

**Meeting next week (Feb 8-12) for at least one and one half hour to work on flowchart/requirements**

**Scheduling for next week will occur after work schedules have been released for team members**

**Everyone can now push/pull from github repo**

# Action Items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item #** | **Action Item Description** | **Person Responsible** | **Due Date** | **Completed** |
|  | N/A |  |  |  |
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# Other

**Any other optional supplemental information goes here.**

**Beth's Notes:**

* I recommend using unique action item numbers (i.e. do not reuse them, then you will be able to create a summary of all action items, and whether they are complete.
* Action items that are outstanding from meeting to meeting should remain in the action item list. When they are complete note the actual date.
* You should prepare an agenda prior to each meeting, even if there is only one topic of discussion.
* Your minutes should reflect the agenda. If an agenda item was skipped during the actual meeting, note it and the reason why.