CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	vSafe	Group Number:	4
Date of Meeting: (DD/MM/YYYY)	12/03/2020	Time:	4:30pm - 5:20pm
Meeting Facilitator:	Namit Chopra	Location:	Mills

1. Meeting Objective

Discussing aspects of the project needed to be completed for the first prototype. Deciding what each member needs to work on to complete the first protoype by decided date.

2. Attendees

Name (last name alphabetical order)	Student Number	Role in the Project
Andrew Balmakund		Sort
Namit Chopra		Project manager
Brandon Duong		Search
Brian Le		Graph

3. What has your team done since the last meeting (documents, code, reading material, etc.)?

Description	Owner(s)
Requirements Specifications Document	Andrew, Brian, Namit, Brandon
Fixed format of Dataset	Andrew
How to change the danger rating so it reflects the probability of an event as well	Andrew, Brian, Namit, Brandon

4. Is anything slowing your team down on in your way?

Description	Route cause(s)	The TA feedback

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

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.
Add rows to the tables when it is necessary.

Submitted by: [Name]

5. Notes, Decisions, Issues

Topic	Owner	Time
How to determine the probability of the given event of occuring at a certain time period.	Namit and Brian	4:30 pm
Graphing taking longer than anticipated. Changing the timeline to have as much of the graphing done as possible for the first prototype.	Andrew and Brandon	4:30 pm
What needs to be done for the first prototype.	Namit, Andrew, Brian, Brandon	4:30 pm

6. What will your team do before the next meeting? (Action Items)

Action	Owner	Due Date
Finish probability calculations and a method of using to calculate danger rating	Namit and Brian	03/16/2020
The first prototype	All	03/17/2020

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	03/18/2020	Time:	6:30	Location:	Mills
Objective:	Finishing the danger rating and testing the all the back end.				

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Submitted by: [Name]