Team Meeting Minutes

| **Team ID: 3** | | **Date: April 20, 2022** |  | |
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| **Team Members (Name)** | | **Role** | |
| 1. Gail Manlapaz | | Facilitator | |
| 1. Michael Nguyen | | Participator | |
| 1. Jaime Park | | Recorder | |
| 1. Nathan Van | | Participator | |
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| **Agenda for this meeting, List of agenda items** | | **Outcomes** | |
| 1. Requirements Elicitation section of homework 2 | | Removed overlapping/repeated questions. Provided answers for as many questions as we could. | |
| 1. Rich picture model | | Revised our rich picture model including the text for edges, and images for stakeholders | |
| 1. Textual analysis | | Completed the priority, relation, expertise, and concern for each of the stakeholders. | |
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| **Problems encountered** | | **Resolution** | |
| 1. Revising the rich picture was difficult. It was a messy process to organize the edges so that they do not overlap. | Moved nodes further apart and spaced the stakeholders so that their edges won’t overlap. | | |
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| 1. Drafting the Stakeholder Analysis was also difficult. We had to dive deeply into each stakeholder’s relationship, expertise, and primary concern(s) with the Anteater Groups. | To understand those elements, we had to think about the Anteater Groups as the stakeholder. | | |
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| **Plans for next meeting: Activity** | | **Responsibility** | |
| 1. Continue weekly elicitation with TA/customer. | | All are expected to attend. | |
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