Team Meeting Minutes

| **Team ID: 3** | | **Date: 5/3/22** |  | |
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| **Team Members (Name)** | | **Role** | |
| 1. Gail Manlapaz | | Facilitator | |
| 1. Michael Nguyen | | Participant | |
| 1. Jaime Park | | Recorder | |
| 1. Nathan Van | | Participant | |
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| **Agenda for this meeting, List of agenda items** | | **Outcomes** | |
| 1. Elicitation meeting @ discussion 4/29 | | 10 new questions answered. | |
| 1. Each member do 1 goal model. | | Each took on a higher level goal. We agreed on 5 goals together and took dibs on which one we’d like to work on individually. We peer reviewed each other’s models. | |
| 1. Work on 5th goal model together (everyone). | | We did this goal model first so we all have the same understanding of how we’d like to do our individual models. This goal took the longest to complete because we had trouble wording the subgoals. | |
| 1. Finalize HW 3, put together pdf. | | Finished HW in several hours. | |
| ….etc. | |  | |
| **Problems encountered** | | **Resolution** | |
| 1. Could not think of how to word the subgoals as goals rather than statements. | Referred to Lecture 5 slides, like the TrainSystem example goal diagram. | | |
| 1. We had trouble making the top-to-bottom and bottom-to-top organization of goals follow how and why questions. We would have a why goal below it’s how. | We all had to keep asking ourselves “why” and “how” in the context of each goal. This required a lot of rearranging and even removing certain goals as they were not relevant to the higher level goal. | | |
| 1. We spent hours on this in one day so we frequently had to take mental breaks/ breaks to eat, which elongated the total time we spent on the homework. | We just kept communicating with one another when we had to step out of the Discord call and inform the others when we would return. | | |
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| **Plans for next meeting: Activity** | | **Responsibility** | |
| 1. Continue elicitation sessions in discussion. | | Everyone. | |
| 1. Begin next homework if it is released. | | Everyone- should discuss future availability with one another. | |
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