Minutes for Group 1;
Lab 2

This lab / meeting took place on Tuesday the 19th of September, 2017.

What happened:

- The group came together and read over the descriptions for Assignments 2 and 3 and we identified tasks
- Andrew, Mark and I researched options for Gantt Charting software
- As a group we watched the tutorial on Gantt Charts in excel by Akshay
- We decided on using GanttProject
- Jovana and started working on the code conventions document
- Maddie reviewed and completed the team contract, as well as splitting the upcoming assignments into tasks
- Andrew started the Gantt Chart
- Andrew and Kevin created the Gantt Chart for the current assignment, and the upcoming assignments
- We as a group reviewed and made changes to the coding convention document and uploaded it to Trello
- We as a group reviewed and made changes to the Gantt Chart and uploaded it to Trello

Tasks completed in the lab:

- Learned about Gantt Charts
- Gantt Chart created and uploaded
- Team Contact reviewed and uploaded
- Coding conventions document created, completed and uploaded
- Meeting Minutes directory created and backed up to the team GitHub