

## Group 20 - Weekly Meeting Minutes

Group Number:	Group 20
Students' Names:	Panashe, Kain, Justin, Amit, Alexander
Coordinator Role:	Amit, Alex
Recorder Role:	Panashe, Kain
Submitters Role:	Justin
Reporting Date:	March 15th, 2015

Tasks Planned for the Week (What did your group decide and plan to complete last week? Please list each item)		Completed or In- progress or Not Started
Group	Discuss project timeline, when meetings will occur over the coming weeks	Completed
	Group meetings scheduled Tuesday and Sunday to give time for individual work.	In Progress
	Everyone to bring at least an outline of part one to first group session in order to review everyone's thoughts on the project's path	In Progress
<b>Tasks Planned for Next Week:</b>		
Everyone given task of reviewing project requirement thoroughly and to bring questions to the table. First group meeting scheduled Tuesday, each member to bring these questions and ideas to discussion board. Each member reminded to spend time working individually so they can bring something tangible to group work.		
<b>Problems/Challenges faced and had to manage?</b> (Include: How did you manage these problems?)		
<p>Having to deal with time change and members neglecting to respond creating a slow work pace. Definitely a challenge when group does not meet face to face and work.</p> <ul style="list-style-type: none"> <li>This is a problem we will face in the coming weeks as we will stop working 100% remotely and finally have an in person group meeting.</li> </ul> <p>Equally sharing the workload definitely becoming a challenge.</p> <ul style="list-style-type: none"> <li>Factors like extenuating circumstances have come into play. An instance of that sort has been forgiven, but further team intervention is necessary.</li> </ul>		
<b>Lessons Learned:</b>		
In a real work situation, organizing a face to face discussion meeting would be crucial. Working long distance with members forced to rely on online communication is definitely not preferable. This issue has haunted the group as we have earned low marks in the projects thus far.		
<b>Notes-Comments:</b>		
All group members need to work more collaboratively to ensure we increase our mark for the duration of the semester!		