**CS673 Software Engineering**

**Team 1 Meeting Minutes**

**Week 1 (09/13 - 09/20 )**

**Date and Time:** 09/20/2020 12:30 pm - 1:30 pm

**Place**: Zoom meeting

**Participants:** Wasupol, Jian Ma, Peter

**Minutes taker:** Wasupol

**Timekeeper:** Wasupol

**Purpose:** Requirement analysis, Timesheet, Presentation

**Agenda:**

* Requirement by Ananya
  + Planning in each iteration
* Timesheet members
* Presentation

**Discussions:**

* Social / Story feature

**Key Decisions:**

**Action Items**

* Timesheet members - Everyone before Tuesday
* Presentation - Everyone before Tuesday