

CS/SE 2XB3: Final Project  
**MEETING AGENDA**

<b>Project Name:</b>	JobSeeker	<b>Group Number:</b>	L03
<b>Date of Meeting:</b> (DD/MM/YYYY)	24/02/2020	<b>Time:</b>	3:30 PM
<b>Meeting Facilitator:</b>	McMaster University	<b>Location:</b>	KTH B121

**1. Meeting Objective**

Talk about what we need to do next and the project requirement.

**2. Attendees**

Name (last name alphabetical order)	Student Number	Role in the Project
Senni Tan	400196392	Team Member
Zihao Du	400187110	Team Member
Gengyun Wang	400137547	Team Member

**3. What has your team done since the last meeting (documents, code, reading material, etc.)?**

Description	Owner(s)
Done the team project proposal and team project proposal presentation.	Team Members

**4. Is anything slowing your team down on in your way?**

Description	Route cause(s)	The TA feedback
N/A	N/A	

**5. What you about to change from the way another team is doing? (Complete it if you have met another team today)**

Topic	Another Team methods	Your reflection
N/A	N/A	Not meeting with other teams yet

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.  
 Add rows to the tables when it is necessary.

Submitted by: [Name]

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**MEETING MINUTES**

5. Notes, Decisions, Issues		
	Owner	Time
Talk about team project requirement	Team Members	3:44
Talk about the how our project will be implemented	Team Members	4:00
Research about the implementation of our project	Team Members	4:30
6. What will your team do before the next meeting? (Action Items)		
Action	Owner	Due Date
Finish the team project requirement	Team Members	03/07/2020
5. Next Meeting (if applicable)		
<b>Date:</b> (MM/DD/YYYY)	03/02/2020	<b>Time:</b> 3:30 PM
<b>Location:</b>	KTH B 121	
<b>Objective:</b>	Continue working on the team project requirement and assign implementation of the project to each team member.	

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 Add rows to the tables when it is necessary.

Submitted by: [Name]