CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	JobSeeker	**Group Number**:	L03
Date of Meeting: (DD/MM/YYYY)	09/03/2020	**Time:**	3:30 PM
Meeting Facilitator:	McMaster University	**Location:**	KTH B121

1. Meeting Objective

Talk about the SRS with TAs and Talk about the implementation with group members. Revisit and modify the proposal. Start designing the module guide.

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
wang wenzhi	400146153	Team Member

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

Description	Owner(s)
Modified the team project proposal	Team Members
Done the team System Requirement Specification	Team Members
Finished discussion about Module Guide	Team Members
Had a started plan about project implementation	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]

5. Notes, Decisions, Issues

	Owner	Time
Talk about team project requirement with TAs	Team Members	4:00
Talk about the specific implementation of the project	Team Members	4:30
Team members implement their own part of the project	Team Members	5:00

6. What will your team do before the next meeting? (Action Items)

Action	Owner	Due Date
Finish the implementation of the project	Team Members	04/04/2020

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	03/16/2020	Time:	3:30 PM	Location:	KTH B 121
Objective:	Continue working on the team project prototype.				

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Submitted by: [Name]