CS/SE 2XB3: Final Project

MEETING AGENDA

Project Name:	JobSeeker	Group Number:	L03
Date of Meeting: (DD/MM/YYYY)	04/02/2020	Time:	9:00
Meeting Facilitator:	McMaster University	Location:	KTH B121

1. Meeting Objective

To decide the topic and start to plan on the project. Start working on the team proposal. Create a gitlab project including the TAs and the professor.

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 some research and find more resource to help us decide our topic	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	Other teams are still work on selecting the topic.

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		
Topic	**Owner**	**Time**
Decide topics: In last meeting we choose two good topics and since then we had done some research to decide which topic we should work on. And we choose the topic with developing an app about job searching.	Team Members	9:19
Decide the time of next meeting: We decided that the next team meeting will be on this Saturday, Feb 8th, 2020.	Team Members	9:00
Create our GitLab project: We create our project on the GitLab and we will use GitLab repo to keep track of our progress.	Team Members	9:22

6. What will your team do before the next meeting? (Action Items)		
Action	**Owner**	**Due Date**
Finish the team proposal	Team Members	02/07/2020
Prepare the presentation	Team Members	09/02/2020

5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	02/11/2020	**Time:**	8:30	**Location:**	KTH B 121
Objective:	Start on the first step in our plan; each team member will be assigned on a task and work on it. In the last hour in the meeting we will discuss about the task.				

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]