

Meeting Numbers	Meeting Agenda	Start Time	End Time	Date	Duration(Hours)	Participants	Client	Professor		Total Time	
1	Team Introduction Meeting	5:00 PM	6:30 PM	Tuesday, May 19	1.5	All(5 members)	No	No		24.18	Hours
2	Project Kickoff	10:00 AM	11:00 AM	Thursday, May 21	1	All(5 members)	Yes	No			
3	Collaborate Kickoff Meeting with Professor	11:25 AM	11:45 AM	Friday, May 22	0.3	All(5 members)	No	Yes			
4	Created Project Charter and Scope	1:00 PM	3:00 PM	Saturday, May 23	2	All(5 members)	No	No			
5	Project Charter and Scope	1:00 PM	2:00 PM	Sunday, May 24	1	4 Members	No	No			
6	User Requirements	4:00 PM	5:00 PM	Tuesday, May 26	1	All(5 members)	Yes	No			
7	Project Design (Stand up)	11:00 PM	11:15 PM	Friday, May 29	0.25	All(5 members)	No	No			
8	Project Design (Stand up)	5:00 PM	6:00 PM	Saturday, May 30	1	All(5 members)	No	No			
9	Project Design (Stand up)	5:00 PM	5:30 PM	Sunday, May 31	0.5	All(5 members)	No	No			
10	Project Design (Stand up)	5:00 PM	7:00 PM	Monday, June 1	2	All(5 members)	No	No			
11	Project Design (Stand up)	5:00 PM	6:00 PM	Tuesday, June 2	1	All(5 members)	No	No			
12	Project Design (Stand up)	5:00 PM	6:00 PM	Wednesday, June 3	1	All(5 members)	No	No			
13	Client Meeting (Update on Project Design)	6:00 PM	7:30 PM	Wednesday, June 3	1.5	All(5 members)	Yes	No			
14	Project Design (Stand up)	5:00 PM	6:00 PM	Thursday, June 4	1	All(5 members)	No	No			
15	Project Design (Stand up)	5:00 PM	6:00 PM	Friday, June 5	1	All(5 members)	No	No			
16	Project Design Presentation	11:30 AM	12:00 PM	Friday, June 5	0.5	All(5 members)	No	Yes			
17	Project Design (Stand up)	5:00 PM	6:00 PM	Saturday, June 6	1	All(5 members)	No	No			
18	Active Development Kickoff (Stand up)	5:00 PM	6:00 PM	Monday, June 8	1	All(5 members)	No	No			
19	Active Development (Stand up)	5:00 PM	6:00 PM	Tuesday, June 9	1	All(5 members)	No	No			
20	Active Development (Stand Up)	5:00 PM	6:00 PM	Wednesday, June 10	1	All(5 members)	No	No			
21	Active Development (Stand Up)	5:00 PM	18:20	Thursday, June 11	1.3	All(5 members)	No	No			
22	Client Meeting (Update on Active Developm	10:00 AM	11:10 AM	Friday, June 12	1.16	All(5 members)	Yes	No			
23	Week 4 Update Presentation	11:30 AM	12:00 PM	Saturday, June 13	0.5	All(5 members)	No	Yes			
24	Active Development (Stand Up)	6:00 PM	6:40 PM	Saturday, June 13	0.67	3 Members	No	No			