# PyStroke Dynamics

# Meeting Minutes

Date: 10/9/2019

1. Call to order

PyStroke Dynamics called to order the regular meeting of the Team Project at 1:00pm on October 8th 2019 via Microsoft Teams’ video conference.

1. Roll call

Team conducted a roll call. The following persons were present: Armin Abazari, Surya Kakria, Ben Minikwu, Affad Shaikh, Shervon Thomas.

1. Approval of minutes from last meeting

Team discussed findings from previous meeting, then developed a forward notion for team project.

1. Open issues
   1. Completion of Team Assignment 2 – Team completed assignment 2 requirements and assigned the task to submit the assignment to Armin
   2. Completion of Team Final Project Requirements – Team completed milestone requirements for Final Project and assigned the task to submit the assignment to Surya.
   3. Team meeting schedules – With 4 team members travelling/unavailable this week, there were a few issues related to finding convenient times for team meetings. A proposal to standardize the date of weekly meetings was made and team members will finalize a day most appropriate to their schedules.
2. New business
   1. Discussion of requirements for milestone 2 - Each team member was assigned a task with timelines for completion.
   2. Proposal for Agile project management tool.
   3. Finalization of Project Features
3. Adjournment

PyStroke Dynamics adjourned the meeting at 4:00pm.

Minutes submitted by: Shervon Thomas

Minutes approved by: PyStroke Dynamics Team