Team Zoo Guide Meeting Minutes
Date: 4/9/2021

<u>Attendees:</u> Rebecca Grantland, Sarah Wathke, Suzanne Moore, Zachary Jones, Hritik (Ricky) Pathak, Christopher Cotton

<u>Items Discussed and Decisions Made:</u>
- What got done
    - Documentation is complete! Which means the project is finished.
- What needs to get done
    - Slides need to be completed by noon on Wednesday. If they are not complete by then, Rebecca will do them before the Final Review, and it is assumed that whoever did not finish will not participate in the presentation.
    - Make sure that you have the newest version of the program code in your Github, along with a PDF copy of the presentation and meeting minutes after the Final Review.
- Rundown of how we will present
    - The allotted time for us to present is 30 minutes. We can be a little short of that but should not go over.
    - Everyone will cover their assigned slides.
    - There will be no screen cap slides as mentioned in the group chat, so we will stop the presentation of slides after Zach's slide on the State Diagram to cut to a quick walk through of the program. Once the walk through is complete, we will resume the presentation with the sides starting at Rebecca with the ER Diagram.
- Zach brought up presenting the project to Hattiesburg Zoo.
    - Rebecca will ask Prof. Elliott if we can record our presentation so we can send the recording of the presentation to Hattiesburg Zoo after and see if they are interested in using our project.
    - We will discuss as a group what terms should be if Hattiesburg Zoo is interested in using our code.

<u>Action Items:</u>
- Assigned slides:
    - Sarah – Introduction
    - Ricky – High Level Requirements with completion status
    - Zach – State Diagram
    - Rebecca – ER Diagram of database
    - Suzanne – Test Plan with resulting pass or fail
    - Chris – Problems and Challenges with incomplete requirements