Team Zoo Guide Meeting Minutes
Date: 4/2/2021

Attendees: Rebecca Grantland, Sarah Wathke, Suzanne Moore, Zachary Jones, ~~Hritik (Ricky) Pathak~~, Christopher Cotton

Items Discussed and Decisions Made:
- What got done this week
    - Testing
        - Sarah was able to go back and document the test results proof for 2.01 and 2.03, and Chris was able to do the same for 3.04, 3.06, and 3.07. No one else has gone back to record.
        - Chris got his tests done for 1.05 and 1.06.
        - Rebecca did tests 2.06 and 2.07 while Suzanne was sick.
        - Zach agreed to go back and document test result proof with 3.01 – 3.03 and finish his other assigned tests of 1.01 and 1.02.
        - Ricky does not seem to have completed tests for 1.03 or 1.04 and has not recorded evidence of 2.02 or 2.04 passing.
    - As of right now, the plan is to submit a .zip file of the project on github along with copies of the coded files. This way the .zip can be downloaded to run the program so not each individual file has to be downloaded and placed into a folder. Rebecca is going to make sure this form of submission is acceptable in a leads meeting on Wednesday.
- Next week's work
    - Nothing new will be required to get done this week.
    - Team members should finish any assigned testing that has not yet been completed.
    - Slides will be assigned now so that if anyone wishes to start early, they can.
- Reminders
    - Final Review is on April 14th.
        - Have copies of the project in your github repos by this date and be sure to upload the latest version so everyone uploads the same copy. Rebecca will send out an update if the package needs to be submitted differently.
    - Make sure to have all your meeting minutes uploaded by April 23rd.

Action Items:
*** Team members will have until April 14th to complete the slides, not by the next meeting ***
- Slide assignments:
    - Sarah - Introduction
    - Ricky - High Level Requirements with completion status
    - Rebecca - relational diagram for database
    - Zach - State Diagram AND Screen caps of program (2+ slides)
    - Suzanne - test plan with recorded results
    - Chris - Problems/Challenges with unfinished requirements