IFB299 – Week 1

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| Minutes | July 25, 2017 | 10:00 AM | GP Q-218 |

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| Meeting called by | Group |
| Type of meeting | In-Person |
| Facilitator | Rick Mccasker |
| Attendees | Andrew, Owen, Chais, Rick, Daniel |

## Agenda topics

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| 2hr | Introductions |  |

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| Discussion |  | | |
| Team members are to introduce each other, assign roles and give other members a decent gauge of their skills. | | | |
| A virtual and a physical meeting time for future meetings is to be decided. | | | |
| Conclusions |  | | |
| All expectations met. | | | |
|  | | | |
| Action items | | Person responsible | Deadline |
| Setup Git Repo | | Rick | JULY 27 |
| Create and send files | | Daniel | JULY 27 |
| Developer features | | Chais, Rick, Owen | JULY 29 |
| Client features | | Andrew. Daniel | JULY 29 |