

Team Meeting G1 oosd

Date | time 11/18/2020 12:00 AM | *Location* Group 1 Teams Room

Meeting called by	Bob Boyd	Attendees: Susan, Oluseyi, Eric
Type of meeting	Organizational Meeting	Please read: "OOSD Threaded Project Overview"
Facilitator	[Facilitator]	Please bring [Please bring]
Note taker	Bob Boyd	
Timekeeper	Bob Boyd	

Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> Intro and meeting rules: <ul style="list-style-type: none">- Chaired meeting- Meeting should always have an agenda with times.- The Chairs job is to control the flow of the meeting. And can limit discussion- All off agenda items should be held to the end of meeting or tabled to next meeting.-Each item should have a conclusion/decision or action item recorded in the minutes.-Action items need to be attached to a person with timeline.	Bob	3min
<input type="checkbox"/> Schedule: <ul style="list-style-type: none">- How many times a week we have short group meetings (org and planning) and when?- What days are/ aren't available.- Do we want a shared calendar?- How do we reach each other for changes etc..	group	10min
<input type="checkbox"/> Schedule time blocks for working on our assigned tasks. <ul style="list-style-type: none">- our group work	group	5min
<input type="checkbox"/> Pair Programming/working.	group	2min
<input type="checkbox"/> Overview of git workflow.	Bob	5min
<input type="checkbox"/> Overview of project requirements <ul style="list-style-type: none">- Construct a sales proposal and demo for Travel Experts- Demo Req<ul style="list-style-type: none">HTML, CSS, JS, Nodejs for server, and MYSQL- database provided	group	3min

- Presentation must include:

1. demonstration of website
2. who we are (prob need a company name)
3. our capabilities
4. Cost estimate for a prototype
5. With delivery dates for components
 - (need component list)
 - (dates in-line with the Course)

- | | | | |
|--------------------------|--|-------|-------|
| <input type="checkbox"/> | Discussion of ideas for the site and how we would like to implement if we have time. | Group | 10min |
| <input type="checkbox"/> | Items you would like to table for the next meeting? | | 5min |

Other Information

Observers [Observers]

Resources [Resources]

Special notes [Special notes]