# Team Meeting G1 oosd

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

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

## Agenda Items

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| --- | --- | --- |
| Topic | Presenter | Time allotted |

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|  | Intro and meeting rules: - 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 |
|  | Schedule:  - 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 |
|  | Schedule time blocks for working on our assigned tasks. - our group work | group | 5min |
|  | Pair Programming/working. | group | 2min |
|  | Overview of git workflow. | Bob | 5min |
|  | Overview of project requirements - Construct a sales proposal and demo for Travel Experts - Demo Req  HTML, CSS, JS, Nodejs for server, and MYSQL - database provided - 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) | group | 3min |
|  | Discussion of ideas for the site and how we would like to implement if we have time. | Group | 10min |
|  | Items you would like to table for the next meeting? |  | 5min |

## Other Information

Observers [Observers]

Resources [Resources]

Special notes [Special notes]