

CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	ezHealth	Group Number:	13
Date of Meeting: (DD/MM/YYYY)	25/02/2019	Time:	6:00pm
Meeting Facilitator:	Timothy Chen	Location:	Thode

1. Meeting Objective

Requirement Specification

2. Attendees

Name (last name alphabetical order)	Student Number	Role in the Project
Chen Timothy	400129081	Logger
Do Edwin	400079331	Project Manager
Rehan Theiveehathasan	001416031	Programmer
Brian Kibazohi	400077789	Programmer

3. What has your team done since the last meeting (documents, code, reading material, etc.)?

Description	Owner(s)
Reading Posposal	Timothy

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.
Add rows to the tables when it is necessary.

Submitted by: [Name]

CS/SE 2XB3: Final Project

4. Is anything slowing your team down on in your way?		
Description	Route cause(s)	The TA feedback
Organizing times to meet	different schedules	
5. What you about to change from the way another team is doing? (Complete it if you have met another team today)		
Topic	Another Team methods	Your reflection

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.
Add rows to the tables when it is necessary.

Submitted by: [Name]

CS/SE 2XB3: Final Project
MEETING MINUTES

5. Notes, Decisions, Issues					
Topic		Owner		Time	
Rough API layout		Timothy Chen			

6. What will your team do before the next meeting? (Action Items)					
Action		Owner		Due Date	
Complete the next milestone		Timothy Chen		08/03/2019	
Coplete programming the API		Timothy Chen		08/03/2019	

5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	03/07/2019	Time:	6:00pm	Location:	Thode
Objective:	Complete Programming				

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.
Add rows to the tables when it is necessary.

Submitted by: [Name]