

Meeting Agenda: Team Trifecta (214)

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Meeting Objective

Complete the Dev Plan and discuss requirements for the SRS.

Agenda

Check In

1. (a) Kanak completed PoC
- (b) Lucia completed workflow
- (c) Lucia editing status

Review and Reflect

1. (a) Skip this week

Immediate Priorities

This section the group can discuss and brainstorm about any deliverables or goals that are coming up in the next two to three weeks. Ideally these items will already have been started, but we are looking at how things are coming along etc.

1. (a) Gantt chart - assign one person to complete
- (b) coming up with functional requirements for SRS
- (c) divide up work for the SRS

Future Planning

1. (a) learning tkinter (done within next 2 weeks)
- (b) discuss using MVC pattern for project
 - i. divide up modules into module specialists
- (c) discuss testing strategy
 - i. Someone to write unit tests as we go?
 - ii. each dev write unit tests for own module
 - iii. integration testing deadline?

Action Items

All action points will be checked in on each meeting

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Next Meeting

- Date:
- Time:
- Location:
- Objective: