**Meeting Notes**

**WHEN/WHERE:** Tuesday, September 19th @ 4:00, in the fish bowl of Eaton

**PURPOSE:** First meeting. Set to start the project plan and set up team roles

**ATTENDANCE:** Cole Bartley, Sean Hammell, Wesley McDougal, Vincent Dick, Ethan Dirkes. Sean was a little late, as he had a class.

The first thing on the agenda was to decide team roles. Those are included below:

**Project Leader:** Cole Bartley

**Scribe:** Vincent Dick

**Programmer 1:** Ethan Dirkes

**Programmer 2:** Sean Hammell

**Quality Assurance:** Wesley McDougal

We then went to fill out the Project Plan. We all discussed what to write while Vincent put our conversations into words on the document. We ended up having a few questions on how we were supposed to fill out the project plan, so Wesley met with our TA during his office hours to get further clarification.

**WHEN/WHERE:** Thursday, September 21th @ 5:00, in the fish bowl of Eaton

**PURPOSE:** Continue the project plan

**ATTENDANCE:** Cole Bartley, Sean Hammell, Vincent Dick, Ethan Dirkes. Cole was a little bit late due to an interview. Wesley is sick, so he could not show up

We continued the project plan. We kept discussing what to put on there, while Vincent put it into words. This meeting was cut rather short, as we still had a few more questions for our TA on how to fill out the project plan. Cole Bartley emailed our TA for last clarifying questions before finishing the project plan.

**WHEN/WHERE:** Thursday, September 28th @ 4:00, on the second floor of Anschutz Library

**PURPOSE:** Do Extra Credit Quiz/Start our conversation on Requirements documentation

**ATTENDANCE:** Cole Bartley, Sean Hammell, Vincent Dick, Ethan Dirkes.. Wesley is still sick, so he could not show up.

The main purpose was to do the Extra Credit quiz together, as working as a team was encouraged by the professor, and we all wanted to double check our work. Next, we all asked Sean to show us how to use git and GitHub.com, as we were all very new when it came to pushing and committing files, especially when using Windows as opposed to Linux. Once that was done, we moved on to talking about the Software Requirements Documentation. Cole created the document and shared it with all of the team members so they can all edit the document. After a little bit of discussion on what to fill out and how to move forward with this part of the project, we ended the meeting.

**WHEN/WHERE:** Thursday, October 5th @ 4:00, At the fishbowl in Eaton

**PURPOSE:** Continue our Software Requirements Document

**ATTENDANCE:** Cole Bartley, Sean Hammell, Ethan Dirkes, Wesley McDougal, Vincent could not show up as he was sick. Wesley left early, as he needed to catch a bus

We continued our discussions and writing of the SRS document. Our plan for this document was to all do separate portions of the document, then come together next week and check each of our answers to make sure that they match, and that they are quality answers. Ethan finished out the first section, Sean finished our second section, Wesley finished the third section, and I finished the fourth section. Once each section was filled out, we ended the meeting and made a promise to meet one last time for next week.

**WHEN/WHERE:** Thursday, October 12th @ 4:00, At the fishbowl in Eaton

**PURPOSE:** Go through the Software Requirements document together and make changes

**ATTENDANCE:** Cole Bartley, Sean Hammell, Ethan Dirkes, Vincent Dick, Wesley was sick so he could not show up

As a group, we went through the document and made changes as we saw fit. Upon going through the document, we realized that we didn’t communicate well enough, and a lot of our answers didn’t match up. For example, our functional requirements were worded differently throughout the entire document. So we collectively came up with what the functional requirements were for our project, and redid the answers (which included the use case diagram). Once we finished fixing our document, we went through the feedback given to us on our project plan to see how we could improve our SRS. One of the feedback given to us was that we needed more information on our README.md. So we went through it and added more information.