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| **TEAM MEETING AGENDA** | | | | |
| 1. *Discuss next checkpoint* 2. *Decide design format* 3. *Distribute workload* | | | | |
| **Meeting Details** | | | | |
| **Chairperson: Summer Langguth** | | **Minutes: 30** | **Date & Time: 03.08 11:00** | **Location: In person** |
| **Attendees: Summer, George, Carley, Josh** | | **Absent: Carley** |  |  |
|  | **Item** | **Notes**  **What details are important for attendees?** | | |
| 1 | Checkpoint | Need to create sprint backlog, have unit tests for all code | | |
| 2 | Decide design format | Ensure cohesive design throughout all screens. | | |
| 3 | Distribute workload | Need to have a fully functional interface with database connection. | | |

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| **ACTION ITEMS** | | | | |
| # | **Item**  **What has to be done by the next meeting** | **Action**  **What action is required to get it done?** | **Who:**  **Who is responsible?** | **Due:**  **When is it due?** |
| 1 | Commit to a branch | Create a branch and have at least one commit | Everyone | By next week |
| 2 | Create users database and can read/write | Change code to SQLite format | Summer | By next week |
| 3 | Add unit tests as you create your code | Follow format from week 6 | Everyone | By next week |