**When and Where**

**Date:** 1/26/2015

**Start:** 7:40 PM

**End:** 8:40 PM

**Room:** Google Hangout Online Meeting

**Role**

**Primary Facilitator:** King

**Timekeeper:** Phillip

**Minute Taker:** Rachel

**Attending:** King, Phillip, Hadi, Rachel

1. **Objective**

* Share results of individual work for inception phase
* Give feedback of individual work to teammates
* Formulate plan for Thursday’s presentation

1. **Status**

* Vision Statement – In Progress
  + Philip and Hadi both wrote individual vision statements. They will finalize this tomorrow.
* Use Cases - Complete
  + Rachel and King completed the first two use cases. Use cases have been uploaded to the github repository.
* Inception Stage ppt – incomplete
  + Phillip will create the first 4 slides. Rachel will create the final ‘working plan’ slide.

1. **Discussion**

* We looked through our vision statement and use case documents and gave one another feedback.
* As a group, we did not know what the future working plan was supposed to be specifically – Rachel will follow up with Dr. Li in class tomorrow
* Phillip will create the first 4 slides and Rachel will create the last; Phillip will put all the slides together for the Inception Stage ppt.
* For the presentation, Hadi will present the project aim and goal, Phillip will present the requirement analysis, King will present the Use case summary, and Rachel will present the working plan

1. **Wrap Up**

* Hadi is working to finish up his vision statement. Phillip and Hadi will combine their vision statements tomorrow after class.
* Rachel will complete the future working plan and get it to Phillip asap. Phillip will complete the  project title page (title, group members, and roles), the project aim and goal, requirement analysis and the summary of use cases and will put the powerpoint together
* We will meet briefly before class on Thursday to talk about our presentation