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| Meeting Agenda Team Meeting |

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| Location: | AMDC 401 |
| Date: | 09/04/2018 |
| Time: | 10:30 – 11:30 (11:30 to 12:30 is group work) |

# Agenda details:

## Action Items from last week (5 minutes)

* 1. Assessment Criteria
  2. SDLC
  3. SQAP
  4. Project Plan
  5. Test Plan

## Review On Last weeks progress (5 minutes)

## Design and Architecture (25 minutes)

* 1. UML diagrams of system architecture
  2. Module development plan
     1. individual plan for how we plan to develop a feature for a specific deliverable milestone.
     2. tools we plan to use to develop the feature (IDE, programming language, frameworks, libraries, APIs, etc.)
  3. work breakdown structure
     1. categorizing tasks and order by priority
  4. Determine what we want to have for the end of the semester

1. Sprint planning (10-minutes)
   1. high level estimation and more accurate estimations (using work breakdown structure)

## Peer reviews (10 minutes)

* + 1. relative time sizing

1. Issues (5 minutes)
   1. Jira code review/document review
      1. who will review the documents that are needed to be reviewed?