CSC404 – Team 3

Meeting log #2

**Date:** 9/10/14

**Time:** 7:30pm

**Location:** 24 hour study - Harvey Library

**Attendees:**

Albert Toledo (PM) Roger Smith JaMerra Turner Marcellus Williams

**Agenda:**

* Complete installation with GitHub
* Flask and python set up tools for non-MAC users

**Performed Action(s):**

* Set up GitHub
* Albert instructed how to push/pull from repository
* Flask and python set up tools for non-MAC users

**Planned Actions/Forward Work:**

* Meet tomorrow (Thurs., Sept. 11th) at 1 pm to discuss next steps

**Additional Comments:**

* Albert stayed additional 30 minutes once Britney arrived to help her learn Git commands

**Meeting Adjourned –** 9:00 pm

CSC404 – Team 3

Meeting log #2 (cont’d)

**Date:** 9/11/14

**Time:** 1:00pm

**Location:** S&T Lab 127

**Attendees:**

Albert Toledo (PM) Britney Johnson Roger Smith JaMerra Turner Marcellus Williams

**Meeting called to order** – Albert Toledo at 1:00 PM

**Agenda:**

* Finalize meeting times
* Assign documents to review

**Discussion(s):**

* At least one full sit down meeting every week – will be determined depending on members’ weekly schedule
* Regular meetings will be Tues & Thurs (1-2pm)
* If necessary, there will be a brief meeting before or after class to discuss our work
* Documents from each project were assigned to each team member to review:
* Project Plan: JaMerra
* Requirements: Marcellus
* Analysis : Britney
* Design: Albert
* Test: Roger

**Planned Actions/Forward Work:**

* Finish reviewing assigned documents by Sunday, Sept. 14th
* Next Meeting Monday, Sept. 15th (1:30 – 3 pm) in S&T Lab 127
* Discuss findings/collaborate ideas
* Meet again Tues., Sept. 16th (1 - 1:50 pm) to combine and finalize presentation

**Meeting adjourned:** 1:50 PM

CSC404 – Team 3

Meeting log #2 (cont’d)

**Date:** 9/15/14

**Time:** 1:30pm-3:00pm

**Location:** S&T – Lab 126

**Attendees:**

Albert Toledo (PM) Britney Johnson Roger Smith JaMerra Turner Marcellus Williams

**Meeting called to order** – Albert Toledo at 1:30 PM

**Agenda:**

* Discuss and collaborate ideas from findings in assigned documents

**Performed Actions:**

**Planned Actions/Forward Work:**

* Each team member must compare assigned documents to one another and load documents to repository
* Next Meeting Tuesday, Sept. 16th (1-1:50 pm)
* Combine all materials
* Finalize presentation

**Meeting Adjourned** – 3:00 pm