Meeting Minutes – 9/26/17- 5:15p - Rm104

<u>Attendance</u>
Mentor - Ana Steinmacher
Members -   Alex Kahn
             Taylor Walker
             Tyler Mitchell
             Jesus Garcia

<u>Upcoming Due Dates</u>
Initial Website Placeholder - due 9/27
Task Reports - Due at Mentor Meetings on Tuesdays
Team Mini-Intro Presentation - Due 10/3

<u>Minutes</u>
Always need to have Task Reports ready before Mentor Meetings
        These are necessary to verify that each team member is receiving a similar workload

Tyler Stand Up: Contributed to Inventory and Standards, working on Website placeholder this week, pretty much done

Jesus Stand Up: Worked on Standards and Inventory, managed emailing client and mentor

Alex Stand Up: Worked on Standards and Inventory, managing minutes,

Taylor Stand Up: Put sections into Standards and Inventory, did Logo design last week, will do Github tutorial on own time, will also work on mini-intro presentation

Question: Anything to turn in for the website placeholder? We will send an email with our website link to Dr. Doerry and push our index.html to our team website.

Outline for meetings with Ana: review our Weekly Task Report, verify that team is working well, resolve any issues that come up from us internally or on the Task Report.

Team members need to keep in mind that any time we devote time to tasks for Capstone, or for learning something related to the project or Capstone needs to be reported on the Weekly Task Report.

As a team, we should utilize Agile development, break all deliverables and tasks into small pieces that can be finished in small, week-long chunks.

Ana's job is to balance our workload among the team members and make sure we split work evenly, and will verify that we stay on track with our weekly task reports.

Assigned Tasks

Tyler will finish website placeholder and upload.
Each team member needs to come up with 'About' section content and send to Tyler ASAP.

Project Decisions

Meeting Project Client to discuss project details.

Notes

Will have a team meeting Thursday 9/28 to work on team presentation for the mini-intro.