**Meetings Schedule:**

Tuesday 12:00 pm (CST), 2:00 pm (EST), 8:00 pm (WAT), 10:00 pm (EAT)

Friday 12:00 pm (CST), 2:00 pm (EST), 8:00 pm (WAT), 10:00 pm (EAT)

**Meeting Type:**

Zoom

**Team Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Timezone | Phone | Email |
| Olusegun Abayomi (Yomi) | WAT/WAfrica | +234 806 629 5797 | oabayomi24@gmail.com |
| Ye Ling | EST/NYork | +1 646 301-6425 | 981459107@qq.com |
| Chibueze C. Nnaemeka | WAT/WAfrica | +234 815 321 7377 | nnaemeka.christian@yahoo.com |
| Benard Oneka | \*EAT/EAfrica | +256 756 980838 |  |
| John Wagner | EST/Peru | +51 944 494 218 | john.wagnerm@gmail.com |
| Victor Boxall | MST/Utah | +1 801 864-3465 | victor@boxallfamily.org |

**Meeting Agenda:**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Manager: | | | Welcome |
|  | Operating Officer: | | Review previous assignments, and track task status. |
|  |  | Software Architect: | Lead discussions about design and coding. |
|  |  | Software Architect: | Determine tasks and assignments. |
|  |  | Software Architect: | Lead discussions about design and coding |
|  |  | Software Architect: | Ensure style and code conventions are followed. |
|  |  | Software Architect: | Ensure unit tests and written and effective. |
|  | Operating Officer: | | At end of meeting, review all new assignments. |
|  | Operating Officer: | | Conflict resolution if required. |
| Project Manager: | | | Commit team members to assignments |

**Project Sponsor:** Ye Academy

**Project Proposal:**

This project is to develop an education tracking system. It will be password protected for administrators, educators, and even students and their parents to access only the data they are authorized to. Administrators can register students and generate transcripts and report cards. They will also make class assignments. Educators can maintain and track student information and progress for the classes they are teaching. Students and their parents can review their education progress and reports. The system will be designed to be accessible from Windows for administrators, from tablets for educators, and smartphones and the internet for students and their parents. This is why we have chosen Java as the programming language with a database to be determined.

**Project Manager:** Victor Boxall

Roles: 1. Communicate weekly with sponsor.

Conduct Team Meetings:

2. Commit team members to assignments to complete before next meeting.

3. Give time to Operating Officer to review previous assignments and track task status.

4. Accept and complete assignments.

**Operating Officer**: Benard Oneka

Roles: 1. Review previous assignments, and track task status.

2. At end of team meeting, review all new assignments.

3. Follow up on team agreement items.

4. Accept and complete assignments from Project Manager.

5. Ensure conflict resolution is followed, should a dispute arise.

**Software Architect**: John Wagner

Roles: 1. Lead discussions about design and coding.

2. Determine tasks and assignments. Communicate these to Project Manager.

3. Ensure style and code conventions are followed.

4. Ensure unit tests and written and effective.

5. Accept and complete assignments from Project Manager.

**Team Commits:**

1. Be on time for meetings.
2. Attend each meeting.
3. 3. Listen to other’s input
4. No conflicts
5. Contribute at least 10 hours each week to the course