



Team Meeting

February 1, 2013

Meeting Minutes for Feb 1 2013, 5-9PM

(Hosted on Google Hangouts.)

Attendance:

Michelle	[6-9PM]
Thea	[5-9PM]
Hanna	[5-9PM]
Vlad	[5-9PM]

What was discussed:

- Finished reviewing section 3.2 in SRS
- Assigned people to complete unwritten sections in SRS
 - 1.1 -> Thea
 - 1.2 -> Thea
 - 1.3 -> Hanna (Go through entire document and ensure all abbrevs. and definitions are included)
 - 1.4 -> Thea
 - 1.5 -> Jing
 - 2.2 -> Thea/Michelle
 - 2.5 -> Vlad (Look through Project Plan)
 - 3.1 -> Vlad
 - 3.3 -> Oliver
 - 3.4 -> Oliver (Describe these more, follow the instructions (frequency, etc))
 - 3.5.3 -> Vlad
 - 3.5.5 -> Vlad
 - 4 -> Thea
 - 6 -> Vlad (TOC/Index/Add all Documents A/B/C/D/E/F/G) when creating final version
- Assigned sections to review at 10PM Feb 2, 2013
 - Section 1 -> Michelle
 - Section 2 -> Hanna, Thea
 - Section 3 -> Jing, Oliver
 - Section 4 -> Vlad

Tasks:

- Finish writing assigned sections by 10PM Feb 2, 2013
- Start reviewing assigned sections after 10PM Feb 2, 2013 and finish by 12PM Feb 3, 2013
- Finish final edits by 5PM Feb 3, 2013
- Vlad will download the document after final edit deadline to begin formatting