



TA Meeting Agenda

March 18, 2013

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- Verify that a team member is recording minutes.
- Take roll call.
- Michelle: Give brief “state of the project” report
- Michelle: Give brief implementation phase report
- Thea & Hanna: Give a brief testing phase report
- Everyone:
 - What each team member did that was supposed to be done?
 - What each team member didn’t get done and why?
 - How will the team member compensate for the slippage?
 - What each team member will accomplish in the next week?
- Ask TA about status of Project Plan
- Availability and workload
- Remaining role assignments
- Presentation planning
- Remind the person responsible for meeting minutes to send them to Vlad to post onto the website