Minutes for SEIS 610 Software Engineering

Call to Order

First meeting of group project was held on 10/2/2017 at Anderson Student Center. It began at 6pm and finished at 8pm.

Attendees

Eric Teng, Will Wong (Team Lead) and Yu Chen

Agenda Items

1. Making draft calendar plan for group project.
2. Assigning tasks to each group member with deadline dates.
3. Helping each other to understand actions need to be taken in the following weeks. Making sure everyone is on the same page.

Action Items

1. Doing research and collecting data – getting more info for project.
2. Creating project on GitHub.
3. Determining targeting users, analyzing users' needs, completing marketing scale analysis, and listing potential deliverables by 10/9/2017.
4. Completing group project plan by 5pm 10/9/2017. Reviewing & Revising group project plan by 3pm on 10/10/2017.
5. Listing constraints, determining developing method and listing all potential tools by 10/16/2017.
6. Holding meetings online as often as needed. Group members touch base on a regular basis for 15 minutes before each class.