Agenda and Minutes - Team 6 2024-04-17

Version: 1.0

|  |  |
| --- | --- |
| **Meeting Purpose** | Weekly Team Meeting/Scrum |
| **Meeting Objective** | * Determine state of documentation * Determine state of deliverables |
| **Date/Time** | Wednesday, April 17, 2024. 11:00am – 12:55pm |
| **Location & Contact Info.** | 349 Group Study Room – In person |
| **Leader** | Xavier Wood |
| **Facilitator** | Lane Meadows |
| **Scribe** | Brianna Bumpus |
| **Other Information** | N/A |

**P**: Enter an X in this column, if the individual is present. **Name**: Enter the name of the participant

**Miss So Far**: Enter the number of online/face-to-face sessions the individual has missed since the beginning of the project

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Attendees** | **P** | **Missed**  **So Far** | **Name** | **P** | **Missed**  **So Far** | **Name** | **P** | **Missed**  **So Far** | **Name** |
| X |  | Brianna Bumpus | **X** |  | Xavier Wood |  |  |  |
|  | X |  | Lane Meadows |  |  |  |  |  |  |

| **Agenda & Minutes Discussions** | | | | |
| --- | --- | --- | --- | --- |
| **#** | **Duration** | **Discussion Item** | **Discussion Result** | **Responsible** |
|  | 5 min. | Introduction |  | Everyone |
|  | 10 min. | Determine what deliverables still needed to be completed prior to project submission |  | Everyone |
|  | 50 min. | Work on deliverables and documentation |  | Everyone |
|  | 5 min. | Check in on progress made |  | Everyone |
|  | 25 min. | Continue work on deliverables and documentation |  | Everyone |
|  | 10 min. | Review progress made and discuss turn in procedures |  | Everyone |
|  |  |  |  |  |
|  | - | Adjourn |  | Everyone |

# Decisions Reached

| **Decision** | **Date** |
| --- | --- |
|  |  |
|  |  |

# Action Items

| **AI #** | **Description** | **Assigned to** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- |
| 001 |  |  |  |  |
| 002 |  |  |  |  |