Agenda and Minutes - Team 6 2024-02-06

Version: Refer to the version in the file name

|  |  |
| --- | --- |
| **Meeting Purpose** | Initiate the Team Project |
| **Meeting Objective** | * Plan how to accomplish the Team Project * Discuss preferred technology stack * Discuss team member technologies/languages proficiencies * Tested possible HTML front-end designs |
| **Date/Time** | Tuesday, February 06, 2024. 5:00pm – 6:30pm |
| **Location & Contact Info.** | 224 Conference Room – In person |
| **Leader** | Robert Ward |
| **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** |  | Robert Ward |  |  |  |
|  | X |  | Lane Meadows | **X** |  | Xavier Wood |  |  |  |

| **Agenda & Minutes Discussions** | | | | |
| --- | --- | --- | --- | --- |
| **#** | **Duration** | **Discussion Item** | **Discussion Result** | **Responsible** |
|  | 2 min. | Intro project |  | Everyone |
|  | 5 min. | Discuss tech stack preferences and design ideas | * HTML/CSS/JavaScript front end * MongoDB database backend * Video game themed registry website | Everyone |
|  | 3 min. | Review required meeting documents |  | Everyone |
|  | 5 min. | Created a GitHub Repository |  | Leader |
|  | 45 min. | Continue design idea discussion | * Discussed possible design specifications * Began a draft of the project proposal | Everyone |
|  | 30 min. | Test design ideas | * Built a simple HTML design to visualize possible layouts for the registry | Everyone |
|  | 5 min. | Plan next meeting and upcoming plans | * Next Meeting: 02/12/2024 – virtual meeting with Dr. Salimi * Finish project proposal | Everyone |
|  | - | Adjourn |  | Everyone |

# Decisions Reached

| **Decision** | **Date** |
| --- | --- |
| HTML/CSS/JavaScript front-end and MongoDB database back-end |  |
| Video Game themed registry website |  |

# Action Items

| **AI #** | **Description** | **Assigned to** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- |
| 001 | Finish project proposal | Brianna Bumpus | 02/16/2024 |  |
| 002 |  |  |  |  |