Agenda and Minutes - Team 6 2024-02-13

Version: Refer to the version in the file name

|  |  |
| --- | --- |
| **Meeting Purpose** | Weekly team meeting/check-in |
| **Meeting Objective** | * Set up Jira * Project Proposal |
| **Date/Time** | Tuesday, February 13, 2024. 5:00pm – 6:00pm |
| **Location & Contact Info.** | 3rd floor Group Study 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** |
|  | 5 min. | Intro |  | Everyone |
|  | 30 min. | Set up Jira | * There is an issue with perms and connecting GitHub, will revisit next week | Everyone |
|  | 25 min. | Project Proposal | * Progress was made, still missing some information to complete | Everyone |
|  | x min. |  |  |  |
|  | x min. |  |  |  |
|  | x min. |  |  |  |
|  | x min. |  |  |  |
|  | - | Adjourn |  | Everyone |

# Decisions Reached

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

# Action Items

| **AI #** | **Description** | **Assigned to** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- |
| 001 | Finish project proposal | everyone | 02/16/2024 |  |
| 002 | Finish Jira set up | everyone |  |  |