

CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	Filtrack	Group Number:	2
Date of Meeting: (DD/MM/YYYY)	02/26/2020	Time:	3:30pm
Meeting Facilitator:	-	Location:	BSB

1. Meeting Objective

Start our sprint regarding the Requirements document that is due on March 7th. We did know where to start from or what template to follow for this document.

2. Attendees

Name (last name alphabetical order)	Student Number	Role in the Project
Abdullah Abdul Maksoud	400205373	Sorting Algorithm
Mahmoud Anklis	400191647	Searching Algorithm
Yousam Asham	400174082	Project Manager
Jeffrey Dang	400204725	Graphing Algorithm
Namik Karaata	400198684	Front-End Developer

3. What has your team done since the last meeting (documents, code, reading material, etc.)?

Description	Owner(s)
Analyze the usage of our new graphing algorithm. We have all thought about how to incorporate it into our project.	Jeffrey Dang
Read the instructions on avenue about the requirements document submission on avenue.	All group members
Decided we will be using a WebApp for our front-end interface.	All group members

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.
Add rows to the tables when it is necessary.

Submitted by: Yousam Asham (L03, Group 2)

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4. Is anything slowing your team down on in your way?		
Description	Route cause(s)	The TA feedback
We are all not sure what template to follow for the requirements document.	This is the first time for all of us to be writing a requirements document.	TA told us about an IEEE document we can follow for requirements document.
Not sure how detailed/technical the requirements document is supposed to be.	This is the first time for all of us to be writing a requirements document.	Did not ask, we had to look at the IEEE document that the TAs leaded us to.
5. What you about to change from the way another team is doing? (Complete it if you have met another team today)		
Topic	Another Team methods	Your reflection

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Submitted by: Yousam Asham (L03, Group 2)

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MEETING MINUTES

5. Notes, Decisions, Issues					
Topic		Owner		Time	
Requirement document -Decided to follow the IEEE document that the TAs lead us to.					
When we will start the requirements document - This document will be started immediately					
6. What will your team do before the next meeting? (Action Items)					
Action		Owner		Due Date	
Contribute to the requirements document on google drive				before next meeting	
Start thinking about our prototype				before next meeting	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	02/29/2020	Time:	12:00 pm	Location:	Facebook messenger
Objective:	Address any requirements documentation errors that we may be encountering.				