

CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	Filtrack	Group Number:	2
Date of Meeting: (DD/MM/YYYY)	02/29/2020	Time:	12:00pm
Meeting Facilitator:	-	Location:	Facebook Messenger

1. Meeting Objective

To continue our scrum sprint which is focused on finishing the requirements document for our final project. We are also supposed to plan out how we plan to make a prototype.

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)
Read the IEEE paper that outlines the template of the requirements documentation	All team members
Each person thought about a way to implement the prototype	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 trying to get ready for the 2AA4 midterm that is on Thursday 5 th March 2020.	Engineering course load.	Cannot really ask the TA for feedback, we just have to manage our time wisely while also having time to finish this sprint.
IEEE document	IEEE is hard to read, some sections are really close in meaning to other sections; subtle meaning differences	Did not ask TAs
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					
<ul style="list-style-type: none"> Talked together about the different sections and briefly went over every section and what should go in it. 					
Requirements document progress:					
<ul style="list-style-type: none"> The introduction section is being finalized. 					
Prototype:					
<ul style="list-style-type: none"> We decided that we will have another scrum sprint for the prototype, since in this sprint we should be focused on the requirements document since it is due soon. 					
6. What will your team do before the next meeting? (Action Items)					
Action			Owner		Due Date
Start on the second section of the requirements document (Overall Description)					before next meeting
					before next meeting
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	03/03/2020	Time:	11:30 am	Location:	Facebook messenger
Objective:	Finalize the second section (Overall description) of the requirements document.				