MEETING AGENDA

Project Name:	Filtrack	Group Number:	2
Date of Meeting: (DD/MM/YYYY)	03/06/2020	Time:	1:30 pm
Meeting Facilitator:	-	Location:	Health Sciences Library

1. Meeting Objective

To continue our scrum sprint which is focused on finishing the requirements document for our final project. We are to finish/finalize the third section of the requirements document, which we should have all already been working on.

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)
Worked on the third section of the requirements document; it is essentially done	All team 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)

4. Is anything slowing your team down on in your way?		
Description	**Route cause(s)**	**The TA feedback**
IEEE document	IEEE is hard to read; some sections are really close in meaning to other sections; subtle meaning differences	Did not ask TAs for this since the solution would just to read the document and distinguish the differences.
Finding good references for our requirements document	Hard to research what we need. Plus, research takes lots of time.	Did not ask.
The third section mentions design; however, we are not supposed to be addressing any detailed design decisions for our requirements document. We found it hard to stop thinking about design decisions and focus on the requirements instead (The design decisions should go in the design specification document instead).	We are getting ahead of ourselves and trying to think ahead of the current sprint.	None

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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5. Notes, Decisions, Issues		
Topic	**Owner**	**Time**
Requirement document progress - Finished and finalized the third and last section of the requirements document. We also took some time to research some good references/ resources we can use along with our requirements.		

6. What will your team do before the next meeting? (Action Items)		
Action	**Owner**	**Due Date**
Read the current requirements document and if anyone would like to make edits, they are to be suggestive edits on Google Docs (Other members need to approve of these edits before they are finalized and reflected in the final document)		before next meeting
Search for good sources/ references we can incorporate into our requirements document		before next meeting
Decide what to include in our prototype		before next meeting

5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	03/07/2020	**Time:**	6:30 pm	**Location:**	Facebook Messenger Audio Call
Objective:	To make any other edits needed, as well as to manage our references and type them out in IEEE. We also need to start the prototype sprint.				

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Submitted by: Yousam Asham (L03, Group 2)