CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	Filtrack	Group Number:	2
Date of Meeting: (DD/MM/YYYY)	03/03/2020	Time:	11:30am
Meeting Facilitator:	-	Location:	Facebook Messenger/ Google Docs

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 second 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 second section of the requirements document; it is essentially done, we came together on Messenger and Google Docs to edit it and finalize it.	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**
We are all trying to get ready for the 2AA4 midterm that is on Thursday 5th March 2020 (in two days).	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 for this since the solution would just to read the document and distinguish the differences.
We sometimes get off track and start talking about the prototype when we shouldn't since this sprint is about the requirements document. We are good at fixing ourselves back to focus on the requirements document though.	Prototype deadline fast approaching	None, did not ask. Solution is to re-orient ourselves toward the sprint purpose (requirements document).

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**

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.

5. Notes, Decisions, Issues		
Topic	**Owner**	**Time**
Requirement document - Talked together about the third and last section and what should go in it briefly.		
Requirements document progress: - The overall description (second section) has been finalized and finished.		

6. What will your team do before the next meeting? (Action Items)		
Action	**Owner**	**Due Date**
Start on the third section of the requirements document (Specific Requirements)		before next meeting
		before next meeting

5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	03/06/2020	**Time:**	1:30 pm	**Location:**	Health Sciences Library
Objective:	Finalize the third section (Specific Requirements) of the requirements document.				

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.