

CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	Filtrack	Group Number:	2
Date of Meeting: (DD/MM/YYYY)	03/07/2020	Time:	6:30 pm
Meeting Facilitator:	-	Location:	Facebook Messenger Audio Call / Google Docs

1. Meeting Objective

To finish our scrum sprint which is focused on finishing the requirements document for our final project. We are to finish/finalize the requirement document as a whole along with its references.

We also plan to talk about what parts of the project we think should be included in our 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 through the entire requirement document we have so far and suggested edits in Google Docs.	All team members
Each team member has thought about which parts of the program should be included in the prototype, given the amount of time we have to come up with it in.	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)

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4. Is anything slowing your team down on in your way?		
Description	Route cause(s)	The TA feedback
Finding good references for our requirements document	Hard to research what we need. Plus, research takes lots of time.	Did not ask.
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 progress					
<ul style="list-style-type: none"> - Approved of all edits. - We decided we will use some resources from the Spotify™ developers website since our dataset is essentially made possible by Spotify. 					
We decided that we need more time to determine which algorithm would be the most suitable to implement in one day since we are short for time on developing the prototype. For now, we decided to implement the ADT portion of FilTrack					
6. What will your team do before the next meeting? (Action Items)					
Action		Owner		Due Date	
Decide which algorithm to incorporate in our prototype				before next meeting	
Start a second scrum sprint for our prototype				before next meeting	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	03/08/2020	Time:	6:30 pm	Location:	Facebook Messenger Audio Call
Objective:	To outline which algorithm we will be implementing for our prototype and get our second sprint underway.				