**CS 440 Meeting Minutes**: Group 8

**Date:** Friday, Sept. 11, 2020 at 5:00 PM CST

**Duration:** 40 minutes

**Location:** Discord Voice Channel

**Present, on time**: Jennifer Alonso, Jonathon Repta, Edward Liang, and Amal Syed

**Synopsis**: Discussed coding scenario 1 requirements, created a game plan for how we as a team should handle the project, brainstormed individual project details that should be included within the first coding scenario, scheduled future meeting times.

**Recent Accomplishments**:

- *Edward* handled the creation of the Discord server and coordinated initial communication between group members.

- *Jonathon* created a boilerplate google doc with rubric based formatting and shared it with every group member

- *Amal* established a game-plan for how we would all contribute to the coding scenario and discuss future updates

- *Jennifer* helped schedule future meetings by discussing when she would be available and asking the group whether their schedules fit the timeslot

- *Everyone* created a discord account and joined the group discord server

**Action Items**:

- *Everyone*: Work on adding to/editing the coding scenario for discussion Sunday morning, set up Jira (and a UIC VPN if necessary) by Monday.

- *Jonathon:* Complete the weekly “meeting minutes” document

- *Edward:* Establish a git workflow for future deliverables