Send radymski all documents especially point system from team meeting

Tuesday November 8 2016

3:57pm Start Meeting

3:57pm-4:02pm

-Week after thanksgiving radymski not here be back on Dec.2 Not here on the Nov. 29th

-Need to have daily agendas for meetings and team meetings

-Need to have daily sprints ready: assignments, how much time spent on assignment. (make columns, tables, etc.)

-we have done informal sprints, but now we are getting ready to formally do sprints

4:02pm – 4:16pm: work for the following week

-start working on wireframe

-don’t have to be too fancy

-visuals consistent

-functionality

-get together and assign tasks on wireframe

-interfaces

-after wireframe is complete, work on product backlog

Backlog-all docs that list functionality

-do brief outline of product backlog when doing the wireframe

-get charter doc signed from all team members by next Tuesday 11/15/16 (bring original signed doc) then advisor sign

-next week meeting, develop sprint

-have an agenda ready by next meeting

-have who is here and not here (get doc with attendance from website) bc, zuriel was not there.

4:16 End Meeting