

Group 12 Team Meeting

Feb 20th, 2017

3:30 PM – 4:00 PM

Applied Science Building

Meeting called by:	Eleanor Lewis	Type of meeting:	Brainstorming Assign 2
Facilitator:	Karan Aujla	Note taker:	Chris Norris-Jones
Timekeeper:	Carlos Abaffy		
Attendees:	Eleanor Lewis, Karan Aujla, Carlos Abaffy, Chris Norris-Jones		
Absent:	-		

Please read: Classroom Notes, Slides

Please bring: Assignment 2 sheet

Minutes

Agenda items:	1. Finish putting together requirements document 2. Plan out tasks for the Design and QA documents	Presenter:	Multiple
Discussion:	1. After having written up the individual sections of the requirements document, the group just needs to put the sections together into a single document, and have the glossary written up, which Eleanor has volunteered to put together. 2. With the design and QA documents still to do, the team has decided which sections each individual should work on. It's decided that Eleanor and Carlos will be taking on the Design document, while Chris and Karan will be working on the QA document, with some work to be done this Tuesday, and for the group to meet together and finish the assignments this Thursday.		
Conclusions :	Eleanor is going to finish putting together the requirements document, and the group has divvied up the design and QA documents, with Eleanor and Carlos working on the design doc, and Chris and Karan working on the QA doc, to have the parts put together on Thursday.		

Action items	---	Person responsible	Deadline
✓	Finish putting together requirements doc	Eleanor	Feb.20/17
✓	Work on sections of the Design document	Eleanor, Carlos	Feb.23/17
✓	Work on sections of the QA document	Chris, Karan	Feb.23/17
✓			
