

Present:

- Blakely F.
- Delaney F.
- Gabriel H.
- Irven P.

Summary (Main points):

- Project Ideas
- Team Contract
- Team Meetings
- Budget
- To Do
- Important Dates

Project Ideas:

- Frameworks: (Avoid static framework)
 - o React
 - o MateriaUI
- Preplanning:
 - o Find a template?
 - o Discuss layout of initial page:
 - Machine list -> Calendar (Vise-versa)
- Calendar:
 - o Display (weekly or monthly)
 - o Slot times (30min or 1hr)

Team Contract:

- Finalized the team contract.

Team Meetings:

- Established new meeting times:
 - o TUES & THURS: 3:30PM @ Library

Budget:

- Budget Plan was emailed to Bruce (Blakely)

To Do:

- Email Victor House & set-up a meeting (Blakely)
- Follow up with Bruce regarding the group email (Blakely)
- Set-up a meeting with Dr. Maughan (Due: Oct 1, 2019) (Blakely)
 - o Follow-up with project requirements
 - o Need machine list with prices
 - o Seek a tour of the Machine shop.
- Meeting with ITS (Information Technology Services)
 - o Questions regarding DUO & Security?
- Set-up GitHub (Due: Sept 24, 2019) (Blakely & Gabriel)
 - o Link Wiki Page
- Set-up a master calendar
 - o Gantt chart?
- Coding Standards (Due: Oct 1, 2019) (Irven)

Important Dates:

- Product Requirements Document (Due: Sept 26, 2019)
- Client Interview (Due: Oct 01, 2019)
- Project Schedule for both Fall & Spring (Due: Oct 08, 2019)
- Portfolio (Due: Oct 10, 2019)
- First snapshot (Due: Oct 15, 2019)