

Meeting minutes, January 21st 2018

Team name: Traffic Counters

4:00pm - 5:00pm

Library 112

Attendance:

Richy Carpenter

Eamonn Daley

Noah de Longpré

Ethan Marnin

Joe Mayrose

Connor Przybyla

Dustin Rens

Qu Shuhao

Caden Summer

Action Items:

<https://goo.gl/Bk512i>

Discussions and Decisions:

Team name decided: Traffic Counters

- Wanted the name to be obvious to the product we're creating

Technical leader: Eamonn Daley

- Most Computer Science experience

Product owner: Dustin Rens

- Volunteered out of the Humanities class.

Team Charter discussion

- Created Google spreadsheet and document for the team charter as well as our personal information.
- Decided on team goals
 - Complete the project on time
 - Don't miss any deadlines
- Talked about our individual commitments, and how those might affect the team.
 - See team charter for more details.
- Established grounds for dismissal
 - Multiple missed meetings without valid excuses
 - Consistently late to team meetings
 - Missing deadlines for important submissions

- Ruining the project
- Ended meeting by asking everyone to fill out the information spreadsheet and filling out the Team Charter with what they discussed during the meeting.