

Meeting Minutes

Team Name: Sheep Wormers

Date: 1/27/2024

Time: 3 pm EST

Duration: 60 minutes

Location: Library room 113

Attendees

- Ryan Cole
- Brendan Fuhrman
- AK Syracuse
- Sidney Gillig
- Ben Fosdick
- Leiya Rybicki
- Jacob Smith

Action Items

 – list of tasks and team member assigned to do the work

- Discuss possible layouts/views/design choices for team website
- Discuss who should upload files to the team website (individual role vs. group responsibility).

Discussions

 - list of topics and decisions made with rationale for the decision.

- Layout & style choices:
 - Team members:
 - Include email
 - Include roles?
 - Include scientist?

- Add title & website icon.
- Document sections:
 - Meetings
 - Team meeting minutes
 - Scientist meetings
 - Both pre-interview notes and interview notes
(separate)?
 - Scientist documents?
 - Project design documents
 - App descriptions
 - Burndown chart
 - Paper prototype
 - Graduate student documents
- Linking team documents to the website will be a shared group responsibility instead of one team member's task for the semester.

Next Steps – list of topics for the next meeting

- Prepare for Project Assignment 8 in Monday's meeting by doing:
 - App Design Summaries (already completed)
 - Notes from scientist interviews (already completed)
 - System overview/use environment
 - HTA
 - Database schema
- Quick review of website design status.