

Date:

10-18-2018

Attendance

- Our Team:
 - Blake, Colton, Lee, Nick, Kevin

Questions going into the meeting

- We have made steps to improve our team, but what further steps do we need to take?

Overview on what was Discussed

- Discussed deficiencies in the team, both past and current
- Designed an improvement plan
- Clarified Questions each member had
- Worked on the project plan more

Discussion

- The team has taken multiple steps already in the past two weeks to improve as a team
 - There are still some kinks that need to be worked out
- Improvement plan: (Refer to link)
 - Outlines past and current deficiencies
 - Outlines what has been done and what needs to be improved on
 - https://drive.google.com/open?id=1CR3-2TGqkU6Ywzhh4I9waCW4Q0hFCNzB-O2Vb4_kkDQ
 - This has been sent to Chinmay and Zambreno
- Reviewed what was discussed in the technical meeting on 10-17 with Ben at Principal
- Discussed a dedicated time to meet with just the team on Sunday night
 - To cover weekly progress, complete a weekly status report, and prepare for our meeting with the client on Monday
 - The team will have other smaller meetings when needed, but this will be a dedicated time each week
- Finished the first draft of our project plan