**Meeting Minutes {Team Name}**

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| --- | --- |
| **Date/Time/Location:** | **11-29-07 / 6:00 pm / CH 1050** |
| **In Attendance: Team:** **External:** | All |
| **Absent: Team:** **External:** |  |
| **Minutes submitted by:** | {name of team member} |
| **Minutes submitted on:** | 11-29-07 |
| **Next meeting:** | 12-4-07  |

**Work since last meeting:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Description of work** | **Hours** |
| {member names} | Planning and administering usability studies. | 10 |
| {member names} | Working on requirements document. | 8 |
| {member names} | Working on requirements document. | 10 |
| {member names} | Administering usability studies, exploring technical aspects, accumulating knowledge resources. | 12 |
| {member names} | Administering usability studies, exploring technical aspects. | 9 |

**Note: if two members have done exactly the same work, list both of their names in one cell. Note that a member name may appear in more than one cell.**

**Items discussed during this meeting:**

|  |  |
| --- | --- |
| **#** | **Item description** |
| 1 | Requirements were discussed. |
| 2 | Project plan was discussed, in terms of materials that need to be prepared and who will be working on what. |
| 3 | Some technical issues were discussed, mainly in terms of requirements. |

**Assigned work:**

|  |  |
| --- | --- |
| **Assignee(s)** | **Description of assigned work** |
| {member names} | Prepare presentation materials for project history and project overview, as well as a technical presentation of adding a custom widget to the VE palette. |
| {member names} | Prepare presentation materials for explaining the usability study, as well as the known problems with the current system. Also prepare materials for what still needs to be researched. |
| {member names} | Prepare presentation materials regarding the project process and risks, as well as a technical overview of the custom view. Make corrections to the project plan. |
| {member names} | Prepare presentation materials regarding the requirements, as well as how information is being shared among team members. |
| {member names} | Prepare presentation materials regarding project norms and quality assurance. |

**Note: if two members are assigned exactly the same work, list both their names in one cell.**

**Note that a member name may appear in more than one cell.**

**Items to discuss during next meeting:**

|  |  |
| --- | --- |
| **#** | **Item description** |
| 1 | Work on consolidating presentation materials |
| 2 | Review project presentation procedure and details |
| 3 | Rehearse presentation |

**Additional notes:**

This week {member 1} and {member 2} worked a total of 20 hours. They have several exams next week and plan to work only 10 hours for next week.