

## Meeting Minutes

**Date: 8-3-2018**

**Time: 2:00-5:00pm,07:00-11:45pm PM**

**Attended: All Team Members**

**Topics:**

1. Final Report
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### **Executive Summary**

This meeting was arranged to work on the final report. The work has been divided between the group members equally. However, each team member participated on the final report for this project by following the grading rubric.

### **Final Report Meeting**

The team gathered to discuss the final report sections. Additionally, most of the final report sections were same as the midpoint report. However, two more sections added to the final report, which are testing, and conclusions. The midpoint report has to have some modifications, as the team didn't get good grade. Feedback was provided from Amy and Dr.Oman for the midpoint report, so the team applied the feedback on the midpoint report and added the wok done for the testing on chapter 8 section. Furthermore, every team member had to participate on answering the questions posed in the Individual PostMortem Analysis assignment given at the beginning of the semester on this class to get diverse answers from every team member. Finally, the team checked the final report sections to make sure everything was written as stated on the rubric and the assignment submitted successfully by the due date assigned.