Those Present
Attendance sheet is in Dr. Zalewski’s office.

Thus far, the following absences have been recorded (first six weeks of classes):

• 2 absences – W. Disotell, D. Latassa, T. Turney (one excused for class purposes)

Please note that 3 absences, reason irrelevant, may hurt your grade (as stated in syllabus).

Agenda
1. Team Project Presentations
2. Review of previous meeting minutes (if time permits)
3. Any Other Business
4. Lab Work and Adjourn at 10:45

1. Team Project Presentations

Presentations of Team Projects started sharply at 8:00am, in the order listed on the class website - http://itech.fgcu.edu/faculty/zalewski/CEN4935/CEN4935-TeamProjects.pdf

Dr. Zalewski made general comments, which can be summarized as follows:

• have only one speaker per team, unless there are good reasons to have more
• include an illustration on each slide, as far as possible
• make sure that the font of the slide’s narrative is big enough to be readable by viewers
• design slides should include both, the organizational structure of your software and the GUI part, which in many projects is significant.
• submissions made by the deadline cannot be changed before or during class time
In Dr. Zalewski’s opinion, the class made lively comments about the presentations, all to the point, which reflects well on the preparation of most of the teams and speakers, as well as on the interest and professionalism of the audience.

Since the presentations went smoothly, a 15-minute break was taken around 9:00am.

2. Review of previous meeting minutes

Minutes of the previous meeting, February 6, were reviewed and unanimously approved without change, with one abstention by S. Pais, as a true and correct record of that meeting.

3. Any Other Business

Book copies were collected from Rabeet F. and Stefan O. Brent O. still has to return his. Reporting on ethical issues in Kidder’s book will be continued in the next class (Action #4).

Dr. Zalewski returned several Maintenance Project Reports, submitted this far, with his written comments, and asked other students to see him in office to obtain comments for theirs. He also urged those who have not submitted their reports, to make their submissions asap, since this may hurt their grade (see email Message #6).

4. Lab Work and Adjourn at 10:45

The meeting closed around 10:20 and class moved to Holmes 429 lab to do the lab work.

<table>
<thead>
<tr>
<th>ID</th>
<th>Action Specifics</th>
<th>Who</th>
<th>Deadline</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Reading of “The Soul of a New Machine” Select any chapter to read, be prepared to describe and discuss for the class any ethical issues you encountered.</td>
<td>Austin H. Thomas T. Brett S. Romeo S. Jessel S. Julian R.</td>
<td>2/20</td>
<td>Open</td>
</tr>
<tr>
<td>4a</td>
<td>Reading of “The Soul of a New Machine” – return copies of the book</td>
<td>Nathan N. Brent O.</td>
<td>2/13</td>
<td>Open</td>
</tr>
<tr>
<td>5</td>
<td>Approval of Previous Meeting’s Minutes</td>
<td>ALL</td>
<td>Next mtg</td>
<td>Cont’d</td>
</tr>
<tr>
<td>6</td>
<td>Comments on Maintenance Project Reports</td>
<td>Dr. Zalewski</td>
<td>Next mtg</td>
<td>Cont’d</td>
</tr>
<tr>
<td>7</td>
<td>First maintenance project report submitted to <a href="mailto:zalewskiapps@gmail.com">zalewskiapps@gmail.com</a></td>
<td>Those listed in Message #6</td>
<td>2/09</td>
<td>Open</td>
</tr>
<tr>
<td>8</td>
<td>Team Project presentation slides to be submitted to <a href="mailto:zalewskiapps@gmail.com">zalewskiapps@gmail.com</a></td>
<td>ALL</td>
<td>2/12</td>
<td>Closed</td>
</tr>
<tr>
<td>9</td>
<td>Draft #2 of Maintenance Project Report due</td>
<td>ALL</td>
<td>2/18</td>
<td>Open</td>
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</table>