Agenda and Minutes-Requirements Elicitation 2019-02-11
Version: Refer to the version in the file name

Meeting Purpose	Requirements Elicitation
Meeting Objective	Establish and Refine requirements and Create scenarios
Date/Time	02/11/2019 7 p.m.
Location & Contact Info.	Newton Oakes - 016
Leader	Brisaac Johnson, Evan Myers
Facilitator	Kevin Mitchell
Scribe	Kevin Mitchell
Other Information	Review Research

P: Enter an X in this column, if the individual is present. **Name**: Enter the name of the participant
Miss So Far: Enter the number of online/face-to-face sessions the individual has missed since the beginning of the project

Attendees	P	Missed So Far	Name	P	Missed So Far	Name	P	Missed So Far	Name
	X		Cromer, Alec	X		Johnson, Brisaac	X		Nation, Dakota
	X		Fiallo Darius	X		Mitchell, Kevin	X		Neer, Ian
		2	~~Ianuzzi, Robert~~ (Dropped)	X		Myers, Evan	X		Williams, Mathew

Agenda & Minutes Discussions				
#	Duration	Discussion Item	Discussion Result	Responsible
1.	1 min.	Review and update agenda		Facilitator
2.	5 min.	Review previous action items		Facilitator
3.	45 min.	Create Scenarios	Created initial scenario	Brisaac Johnson
4.	60 min.	Requirements/Task List	Created Functional and non-functional Requirements	Evan Myers
5.	2 min.	Review this meeting's action items		Scribe
6.	1 min.	Next meeting date and time		All
7.	2 min.	Meeting evaluation		All
8.	-	Adjourn		Facilitator

Decisions Reached

Decision	Date
Created a task list and organized the project as a whole	02/11/2019

Action Items

See Current Task list on Github. Current Version: task-ver1