**Old Business (meeting minutes)**

\*\* copied from last meeting\*\*

For next time, each member work on the deliverable

* Anthony
  + Contact Alliance for sample files
  + Recontact Jeff
* On site meeting
  + Dress professionally
  + No athletic clothes
  + No flip flops
  + We must have the project plan ready (90% done)
  + Prioritize topics that pertain to requirements
  + Write out requirements on site
  + We have to have project plan complete to be effective

\*\* end of copied old business

**Meeting Body**

First Deliverable Review as a team

* Did we get feedback from instructor
  + No
* Did we get grade
  + No
* Focus on
  + What should we use
  + What should we avoid

Direct Feedback From Anthony

* Focus on writing complete, concise and grammatically correct sentences
* focus on our comments and writing fully sentences

Second Deliverable

* Look over the template so far

Describe the areas we must complete as a team

* Section 1
* Section 2
* Decide on a format for Section 3
  + Chose Option 1 for format
* Distribute Section 1, 2
  + Completed during meeting
  + Stored in breakdown document
* Distribute Section 3 requirements areas
  + Decided to work on this on Friday

Requirements Priorities

* Essential
* How it does web crawling
* Connected through web
* How to save data
* Optional
* Conditional

**New Business**

Work on tasks for Friday

* Meeting on campus at 1:00 PM
* Work on our assigned tasks as much as possible

Recordings

Stream -   
<https://legrand.webex.com/legrand/ldr.php?RCID=555814ce48babeb98db5ab8771d36f65>

Download-

<https://legrand.webex.com/legrand/lsr.php?RCID=dba71805880dcaa1a4197bea993fb2c3>