

FlowTrack: Employee Traffic Monitoring System

Meeting Name	Business Meeting
Date	September 12th
Time/Location	5:00PM - 8:00PM; via Zoom
Purpose	Reporting current progress on mobile application development; discuss and point out the challenge and problems meet in development; discuss and check project management;
Expected Outcomes	The business team understand technical team's current progress and plan; The technical team understand business team's purpose and requirements; The technical team improves their project management and development under the business team's suggestion and communication.
Invitees <input checked="" type="checkbox"/> present <input type="checkbox"/> absent	Sponsor - Shahrukh Irani <input checked="" type="checkbox"/> Member 1 - Yiwen Fan <input checked="" type="checkbox"/> Member 2 - Changan Du <input checked="" type="checkbox"/> Member 3 - Robert Zendarski <input checked="" type="checkbox"/> Member 4 - Jackie Dong <input checked="" type="checkbox"/>

Agenda

Roles and Responsibilities

Name	Role	Responsibility
Shahrukh Irani	FlowTrack Project Sponsor	Approve product requirements, quality, and completeness
Dauntrica Woods	Flowtrack Project Manager	Overall project controls and quality assurance
Changan Du	Flowtrack Project Developer	research and test different techs used on collecting precise GPS location on mobile application development; organize and manage project development; communicate and report to business team.
YiWen Fan	Flowtrack Project Developer	
Robert Zendarski	Flowtrack Project Developer	
Jackie Dong	Flowtrack Project Developer	