Questions to ask sponsor:

* What exactly is expected of us?
  + Specific deliverables?
  + **Basic designs, look and feel, design options to present [to the dean, other people]**
  + **Designs and architecture type**
    - **How will it be laid out**
  + **At least some sort of wireframe**
* What tools can we use?
  + **Lab computers, adobe products**
  + **Access to web servers**
    - **Sandbox**
    - **Experiment w/ wordpress**
  + **Can work to make things happen**
* What skills do you expect us to have / want us to learn?
  + **Communication is big**
  + **Main concern: aesthetics**
  + **Accessibility -- make design friendly to people w/ sight impairment, etc**
* How much time do you expect us to put in each week?
  + **No expectations, really**
  + **Meet maybe weekly, every other week**
    - **At least weekly with Matt**
* How much coding is required?
* Is Thursday 2-3pm good for everyone **every week**?
  + **10-12pm / mornings usually better for faculty**
  + **Weekly meetings depend on week-to-week basis**
* Main concern: lack of Google Analytics
  + Can learn, but elaborate on what’s expected?
* What are our resources?
  + Are there more people we can contact regarding the project?
    - **Communications office -- mainly**
    - **Can connect to support office**
    - **Can work something out for software/etc needs**
    - **Task force committee: what direction should we go?**
    - **Database questions: communications office**
    - [**rfarmer@uci.edu**](mailto:rfarmer@uci.edu)
      * **Bob**
      * **Has pretty much open door policy**

When should we (as a team) meet (weekly)?

* Dependent on schedules -- varies on a week-to-week basis (i.e. work)
* Preferably weekdays

\*WEEK 1 MEETING:

* Decide after Thursday’s lecture

Individual strengths/weaknesses/skills:

April

* Skills: some html/css knowledge, some experience with web and graphic design, Adobe Photoshop
* Weaknesses: programming (remembering)
* Strengths: :D

Celine

* Skills: HTML/CSS, Python, Javascript, a little bit of Java and SQL, Experience with Redesign(thank you INF 132),
* Strengths: Presenting, Facilitating, Editing content like on docs and stuff, Hardworking
* Weaknesses: Programming knowledge is limited since I don’t do it as often as I want to hehehe

Chanelle

* Strengths: some experience with photo editing, PowerPoints
* Weaknesses: don’t really know HTML, no experience with WordPress
* Skills: some Java, MySQL, Python, C/C++

Eric:

* Skills: some experience designing / redesigning website and mobile app, Python, HTML, CSS, PHP, SQL
* Strengths:
* Weaknesses: slow at coding and programming, no experience with WordPress

Juston

* Strengths: code, works well “on the fly” (lol)
* Weaknesses:
* Skills: Python, JavaScript, HTML/CSS, React.js
* Expects people to work hard and contribute