## **Sample Agenda**

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| **Skyward Federal**  **Multi Level Security(MLS) API Part 1** | | **1/14/2018**  **9:35 AM to 10:25 AM**  **NCSU – EB2-2216** | | |
|  | | | | |
|  | | | | |
| Type of meeting: | Project Requirements | Note Taker:  Facilitator: | <Name>  <Name> | |
|  | | | | |
|  | | | | |
| Invitees: | <Include student names, sponsor names, NCSU advisors’ names> | | | |
| Please read: | Questions Below | | | |
| **Agenda** | | | | |
|  | | | | |
| Introductions and Agenda Overview | | All | | 5 min. |
| Summary of Project | | From Student Team Perspective  From <Company> Perspective | | 10 min. |
| Goals and Requirements for Project– Discuss Questions | | All | | 30 min. |
| Action Items & Next Meeting | | All | | 5 min. |
|  | | | | |
| **Additional Information** | | | | |
|  | | | | |
| Resource persons: | <NCSU folks, sponsor names, other as appropriate> | | | |

**<Project Name> Example Questions (Use Second Page, If Needed)**

**Requirements Clarification**

1. Are there specific tools you want us to use for implementation? Eclipse? Does it matter?
2. Any project constraints besides the product running on <xyz??
3. What is the long term goal of <Project Name> for your needs?
4. Do you want us to use specific <xyz> libraries? <other technologies>?
5. We think it makes sense for us to define our first iteration to include these basic features: **<xyz and/or show a preliminary mock-up>.** What do you think?

**Design & Testing**

1. We think it makes sense for us to approach this project using this code design idea: **<xyz>.** What do you think?
2. Do you have a preference for testing? <examples>?

**Communication**

1. Where/when will weekly meetings be held?
2. Who is the main point of contact at <company name>?
3. Are there specific documentation guidelines and formatting we need to follow?

**Sample Meeting Minutes**

**Team**: <Company Name> – <Project Name> **Date**: January 16, 2018

**Facilitator**: Tom Smith **Team Leader**: Mary Jones

**Recorder**: John Doe

**Attendance**:

|  |  |
| --- | --- |
| List of all who attended |  |

**Minutes:**

* Meeting started out with introductions of attendees
* Joe gave everyone new project specification documents. <Project Name> is an evolving ever changing project.
* Question and Answer time with <Company Name>
  + Sample <Project Name> project design – Team needs to look at other binders that Margaret Heil has on other projects that Senior Design Center has done for <Company Name>. This is not all “quality” work, more of a reference. <Company Name> more concerned with deliverables.
  + Team will be using Eclipse for the development of the project. Documentation will be done using Microsoft Word. JavaDOC will be used for documentation of code. Team will use CVS as the code management system.
  + Requirements should be done from hardiest to simplest.
  + Testing is vital to the project. <Company Name> would like to see regression, system, and acceptance testing done. Team will most likely use JUNIT for testing purposes. Questions like how do you test, how often, how do you test for the same thing will arise throughout the project.
  + Main goal for this project is to put it out for open source and have a more user friendly version of <Project Name>.

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| --- | --- | --- |
| **Action Item** | **Person Responsible** | **Due Date** |
| Template for documentation used by team for guidance. | Tom | Friday (1-19) |
| Request CVS from Ben Tilley | John | Friday (1-19) |
| E-mail Contact Information to <Company Name> | Bob | Wednesday (1-17) |
| Send .zip files of example data. | Tom | Thursday (1-18) |
| Install and run <Project Name> on group machines. This will require the help of <Company Name> through conference calls. | All team members | Thursday (1-18) |
| Review new Requirements | All team members | Wednesday (1-17) |
| Schedule meeting with <Company Name> at <Company Name> for beginning of iterations after <Project Name> installed and requirements have been reviewed. | Mary | Thursday (1-18) |

**Meeting Evaluation: Positive -** Learned quite a bit. **Negative -** Joe was absent.

**Next Meeting: <**Tuesday, January 23, 2018 at 10:00 am> Review Preliminary Requirements

## **Sample Agenda With Comments**

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| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **<Company Name> <Project Name>** | | **<1/16/2018>**  **<9:35 AM to 10:25 AM>**  **NCSU – EB2-2216** | | | |
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