**Meeting Minutes for September 8th, 2017**

Agenda Items:

**Requirements:**

*Define the requirements better*

* Be more specific
* Say where the app will be used
* E.g. mobile, server
* Make sure to say existing app that we are modifying
* Know how every part works together and can explain all aspects because the customer might need further explanation
* Have the company confirm the requirements

Words to help explain

* Function call
* Calls from one app to another to gather information
* Patterns
* Focus on changing the requirements to better meet our needs

**Action Items for next meeting 9/15**

* QAQC (Araceli and Kaila) find all the bugs in last year’s code
* Liaison (Daniel) continue to email liaison about a follow-up meeting
* Requirements (Kaila, Araceli, and Brian) refine the requirements make more detailed