

# Meeting 0

**Date:** Fri Sept 20, 2013

**Time:** 11AM - 3PM

**Location:** East Scarborough Storefront

**Attended:** Lia, Ying, Jeff, Tae

**Absent:** Winston (work), Aashni (class)

Meeting occurred with Nabarun:

- current internal scheduling is ResSched (9.603 Standard Edition)  
<http://www.madrigalsoft.com/fresmulti.html>
- instead of internal software want web-app for on-the-go access
- user accounts and passwords are necessary
- currently have 2 levels of access, viewer and admin
- want 3 levels of access: client (view only), counter (request), admin (make changes)
- current booking process requires clients to send email to shane (counter) who then replies back with the info, want clients to be able to view online
- way to differentiate request from booked
- potentially a waiting list
- need to be able to check by group, day, week, month
- able to keep client data and information, want to analyze trends
- want to be able to undo/revert, as well as confirmation for delete
- meeting spaces: offices (1,2,3), meeting space, kitchen, and backspace

## Gameplan

Group Member	Tasks
Aashni	<ul style="list-style-type: none"><li>- set up github pages</li><li>- coordinate with Winston for 2nd meeting</li></ul>
Ying and Winston	<ul style="list-style-type: none"><li>- send e-mail to client user after getting contact from shane</li><li>- write client user persona</li><li>- subsequent user stories</li></ul>
Lia	<ul style="list-style-type: none"><li>- type up meeting notes</li><li>- send e-mail to shane</li><li>- write counter user persona</li><li>- subsequent user stories</li></ul>
Tae	<ul style="list-style-type: none"><li>- set-up git</li><li>- read missed lecture</li><li>- research on potential tools for webdev</li></ul>
Jeff	<ul style="list-style-type: none"><li>- write admin user persona</li><li>- subsequent user stories - upload map</li></ul>