

Assignment - Business Manager Meeting Summary

Your company now needs to create a document to summarize and validate the things you learned and the requirements you gathered during the business manager meeting. The intent of this assignment is to help you learn to document, summarize, and validate with a business user their needs / requirements. Your business manager will also review this document to confirm you have accurately, and comprehensively, captured all business requirements and any other important details shared during the meeting.

The business summary will be attached as a **PDF to an email** that your team will send to your business manager. The business manager should receive only one email and summary from each company.

To complete this assignment your team needs to:

- Send an email containing the following to your business manager:
 - Your company's appreciation for being selected as the solution provider for the business manager's needs.
 - Your company's appreciation for the meeting, and your business manager's participation/contribution in the meeting.
 - A short statement to confirm the business manager's "motive" for the business solutions your company will provide. i.e. what was the key thing the business manager wants to accomplish?
 - At a high-level, describe what is contained in the attached PDF.
 - Ask your business manager to provide feedback on your summary to insure what you captured is correct and that all needs were identified.
 - Request a meeting to present your proposal to the business manager on your assigned date/time. (see below for dates and times)
 - A closing statement to assure the business manager that your company can deliver solutions that will meet the business manager's needs.
- The meeting summary document, which will be attached to the email, should provide:
 - A short summary of the meeting including the business's current state and what the business manager is seeking to accomplish (outcomes), written in the same language the business manager used. Include key dates provided by the business manager.
 - A summary of the business requirements you gathered from the business manager. These are not technology requirements.
 - A list of any action items you took during the meeting and their status.
 - A high-level project plan (work items and milestone dates) outlining the steps your company will take between now and the time of your company's presentation to define the solutions your company will recommend to the business manager.

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Presentation Dates /Times

Date	Time	Team	Scenario
4/19/2022	12:10-12:40	Team 4	Shiney Rides
4/19/2022	12:45-1:15	Team 2	Tax Boss
4/19/2022	1:20-1:50	Team 1	Peruvian Adventure
4/21/2022	12:1-12:40	Team 5	Produce R Us
4/21/2022	12:45-1:15	Team 3	Little Guy's Fishing

Business Manager Meeting Email and Summary Document - Rubric

Professionalism of Email and PDF Document	15 points
Email meets requirements	25 points
Summary Document Meets Requirements (includes accurately capturing all requirements)	40 points
Quality of Project Plan	20 points