

Great first meetings team. Below are some notes:

The developers met from 11:30 - 12:30.

- Molly met the team! :) Welcome!!
- We completed our first biweekly progress report. It wasn't so bad
- We identified risks and mitigation strategies. I will be presenting the details of the strategy by the end of the week. We aim for resolution by the beginning of October
- We need to begin investigating the potential third party transaction management COTS application that we can use

The team met from 12:30 - 2:15

- Mona presented her business presentation that has been used to generate interest and garner investor support. Awesome!
- The team completed the program model
- The team brainstormed to better understand the uncertainties surrounding the SnapValet process model

ANNOUNCEMENTS/ACTION ITEMS

- Mona out of town 9/17/2014 - 9/21/2014
- Welcome Molly!
- **Set up a distance communication process - Brian (due 9/18/2014)**
- **New meeting location - Sari (due 9/18/2014)**
- **Generate initial process model steps and/or diagram - Mona (due 9/18/2014)**
- **Volunteer needed for Microsoft Project Plan!!!! (due 9/17/2014)**
- **Convert tabular program model to presentation template**

This is all I can think of for now. I know things seem hectic as we are just starting this rapid acceleration. We are smart, motivated students attending one of the best universities in the world in one of the best cities in the world! I know we can do it! :)