**Meeting Minutes**

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| Meeting: ***Regularly Schedule Meeting*** | Date: *09/17/2014* |
| Meeting Minutes Taken By: *Justin Phillips and Karina Harfouche* |  |
| Attendance: *Tariq King, Dionny Santiago* |  |

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| **Minutes:** |
| **Item 1: Project Complexity**  Time Allotted: 15 minutes  Decision: The model aspect of the system shall be fully implemented by the team and an adapter interface shall be used to leverage 3rd party management systems and migration.  Responsible Individuals: N/A |
| **Item 2: Functional Requirements and System Actors**  Time Allotted: 15 minutes  Decision: Review of the functional requirements of the system based on the use case diagram. The client asked that the use case diagram show added complexity of the system, such as the login begin required and that all use cases be visible, perhaps through generalizations or other relationship notation.  Responsible Individuals: N/A |
| **Item 6: Finalize Functional Requirements**  Time Allotted: 5 minutes  Decision: Based on the use case diagram feedback the requirements were finalized.  Responsible Individuals: Justin / Karina |
| **Item 6: Present Project Timeline**  Time Allotted: 10 minutes  Decision: It was decided the timeline was acceptable, though optimistic. It may need to be refactored as we end the requirements phase. Rushing the requirements phase was highly discouraged.  Responsible Individuals: Justin / Karina |