

Minutes

Form: Informal meeting

Time: 2018.10.26 PM 12:30-1:00

Place: PMB432

Members: All

Summary:

1. Well prepared for meeting the stakeholder, we've prepared the e-mail draft and wrote the questions for interview as well as some other related documents.
2. Decide two members of our team, Ted and Darren, to have a formal interview with the stakeholder.
3. Consider about the team roles individually.
4. Before meeting the stakeholder to ensure the requirements, we can focus on being familiar with the related technologies.