

Cerner “NutriClimb” Project Forms

Meeting Agenda: This is a sample of the meeting agenda used for each meeting between Cerner and the Caps team. The agenda makes meetings run smoothly, and efficiently --nothing should be a surprise. This should typically be sent out before each meeting and posted to base camp.

Survey: This is a sample of the survey given to the test groups of children (ages 5-10). The different types of forms (A, B, and C) are separated according to age group. The first being 5-6 year olds, the second being 7-8 year olds, and the third being 9-10 year olds. Remember that the questions should be simple, but also relate to the issues that need to be resolved in the application.

Milestones: This is a form in which the overall project goals are listed in regards to due dates.

Sprintlog: This is a form containing a breakdown of each group on the project team and the tasks they need to complete in regards to due dates. This should be detailed in the descriptions of the tasks, and the deadlines should be