

# ICBM Client Meeting

2:00pm January 30, 2012

## 1 Attendance

- Zeke Long
- Nathan Mazur
- Marj Sanderson
- Julie Grunder
- Don Moreaux

## 2 Things we've done since last meeting

- Got development software working
- Arranged meeting times with client for Mondays from 2-3pm (3-4pm their time)
- Figured out LaTeX

## 3 Conversation With Client

- Met the stakeholders
- Nathan is the team leader
- We are responsible for keeping the website up to date
  - Zeke will be in charge of this
- Vision Statement
  - Time reporting system that's easy to use
- Marj not available on Thursdays, contact Julie instead
- Project needs to be live by April 15

- We need to verify that this is reasonable before Monday meeting
- Tracking the status of vendors/contractors and dates of changes will be our responsibility
  - (There are no mechanisms for this in the active directory)

## 4 Things To Do By Mon

- Assign tasks and set deadlines
  - And make sure April 15 is a reasonable delivery date
- Learn C#
- Stakeholder would like our analysis on how well implemented the back-end stuff is from last semester
- We need to create a visual representation of a few use-case walkthroughs (what's happening on the back-end during use cases).