Meeting Minutes
Agenda items

I.   Discuss application of Agile Development process, in respect to Scrum based events and utilizing them in our development process

II. Discuss client interviewing strategies and encompassing questions to definitely ask the client in the first meeting.

III. Assign roles and teams based on Scrum ideology; Designate Scrum Master

Fig: Explaining Agile Lifecycle to be followed; Plan includes client meetings; Review Includes Dev team Review and Client Review

Designated Scrum Master: Abhilash

Meeting Notes

Accessibility

Multiple Page website

Functionality

- Document Management
  - Files planning to upload -> document extensions
  - Where should the documents be uploaded?
  - Security of Uploading documents?
  - Storage system of files with levels granularity? E.g. filters or timeline
  - Categories of Files?
  - Visibility of Documents (Private Vs. Public)
  - Custom Tagging based on user preferences
  - Security of Downloadable Material?
  - Upload/ Download or View

- FRONT END DESIGN
  - Do you have any expectations (anything specific)
  - What frameworks/architecture/technologies they want us to use?
  - Social Profile integration on the E-portfolio? (Links vs. WebApp) Misc

- USER MANAGEMENT
  - User Login University vs. Personal?
  - The Audience for the Product? Managed by one user or multiple users?

- Miscellaneous
  - Display Website Traffic
  - Display Recent viewers
  - Allow Public Comments