

# 2021-03-12 Meeting notes

## Date

11 Mar 2021

## Attendees

- [Ishan Goyal](#)
- [Nikunj Patel](#)
- [Luke Hawkins](#)
- @Daniel

## Goals

- To create an elicitation document to prepare for an interview with the clients
- To create a detailed list of questions to further our understanding of the project
- To assign roles to team members for the client meeting
- To start the process of arranging the client meeting

## Discussion items

Time	Item	Facilitator	Notes
10min	What is required by an elicitation document	<a href="#">Luke Hawkins</a>	Discussion about what is an elicitation document with references to the lecture slides and criteria
10min	Coming up with a process for the interview	<a href="#">Luke Hawkins</a>	
30min	Coming up with questions for clients	<a href="#">Luke Hawkins</a>	Some good questions were created, that will further our understanding of the project
10min	Organizing roles and new Trello tickets	<a href="#">Luke Hawkins</a>	

## Action items

- ☐ [Going through the references provided in the initial project spec for log data, and aggregating them to confluence](#)
- ☐ [Going through the references provided in the initial project spec for the similar products, and aggregating them to confluence](#)
- ☐ [To email the clients, to create a meeting](#) @Daniel