**Date:** 10/20/2014 **Primary Facilitator:** Trent

**Start:** 6:00 P.M. **Timekeeper:** Jesse

**End:** 7:30 P.M. **Minute Taker:** Trent

**Location:** TBD, likely in Griffon Hall

1. **Objective**

To finish Project Phase 1, prepare deliverables, and report on the reviewed code

1. **Status [Allocated Time: 15 minutes]**

Philip: State requirements for Project Phase 1

1. **Discussion items [Allocated Time: 70 minutes]**
   1. Who should compose the deliverables?
   2. Compile/Discuss findings on the code in relation to design document standards.
      1. Is it acceptable?
      2. What are its obvious flaws? (compiled in Google Docs Spreadsheet)
      3. Who will be making the deliverable document discussing its problems?
   3. Create Project Management Documents and decide the future of the project.
      1. What Software will we use?
      2. Who will do the typing/design?
      3. Review the Phase 1 description to find what we need to put in this document.
2. **Wrap up [Allocated Time: 5 minutes]**
   1. Review and prepare for Phase 2
   2. Meeting critique