**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 **Attending:** Trent, Aaron, Trey, Philip, Jesse

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. Resolution: Philip started and finished Microsoft Project Document; everyone pulled the information together and wrote a report on Google Docs. Trent made Meeting Agendas and Minutes. Aaron wrote the ant Build.xml file.
   2. Proposals: 1) Use Google Docs to compile all information together 2) Write the report on Google Docs with all we found

Resolution: Compiled all information we agreed to observe in to a report on Google Docs.

* 1. Proposals: 1) Must use Microsoft Project Management Software. 2) Philip offered to do it

Resolution: Microsoft Project Management Document is finished and up on our repository.

1. **Wrap up [Allocated Time: 5 minutes]**
   1. We all agreed to read through Phase 2 and Meet on Sunday at 1:30 PM.
   2. It was good.