Attendance:
- Abbi Nicholson Missed Meeting

Topics of Discussion:
- Project Charter
    - Where everyone is with their section of the charter
    - If there are questions or concerns about the content of a section decide as a team what they should be
    - Make sure the entire team agrees with the content in each section
- Requirements Definition Document
    - Who we want to work on it?
    - Has multiple sections to it listed below, is there anything we can answer now?

    - Introduction
        - Purpose of Document, Project Summary, Background (of the project, so the gardens and what they've done so far), Scope (mobile friendly website to teach and help users gather data on the gardens), Purpose (Users, Location, Responsibilities, Need), Overview of the Rest of the Document
    - Functional Objectives
        - High, Medium, Low priority
    - Non-Functional Objectives
        - Ex. Reliablity, Usability, Performance, Security, Supportability, Documentation (what the example document has listed
    - Context Model
        - Overview description of the product and the use cases or interactions between different groups/people. Website <-> User, Website <-> NCAR Employee, Website <-> Database
    - Use Case Model
        - Multiple simple diagrams or lists that describe a possible case/instance of something that could happen to a user on the site or an interaction they might encounter (login, register, tutorial, submitting their information, etc.)

Discussion During the Meeting:
- Executive Summary is complete
- Project Scope updated additional stakeholders, complete otherwise
- Success Criteria complete

- Schedule is complete for now, will require further changes in the future as we get a better idea of what the project will require
- Key Roles and Responsibilities were filled out for

Questions to ask sponsor:
1. Deployment service
2. Can we use bootstrap(or another front end framework) for front end?
3. Branding guidelines

Requirements Document
- Lucid can be used for a Use Case Model