

#### Attendance:

- Michael - Medical
- Tanner - Family

#### Topics of Discussion

- Presentation for December 4th
  - Format desired
- Mockups
  - Agree on a design outline for the website
  - Any work needed and/or role assignment to the figma if in agreement
- Something about T-shirts?

#### Meeting Discussion

- T-shirt designs
  - 10/22 design is due
  - White colored shirt with green writing
    - Leaves or something
    - Team Green
  - 2 colors allowed for print
  - Percy designing
  - Google doc created
- Mockup on Figma
  - Assignments on Trello
  - Meetup before sponsor meeting
  - DONE by December 1
- Presentation
  1. introductions: Team name, team members, sponsor etc
  2. Some sort of description and diagram the planned architecture
  3. Overall project plan - including: major deliverables, included features, projected timeline (through April), include assignments of tasks to team members
    - a. Link to Trello & have screenshot
    - b. Alan wants Trello to be assigned to people and have future work planned on board
  4. Summary of work completed (any major milestones)
  5. lessons learned so far (significant challenges and how you overcame, or are overcoming)
  6. rate your progress so far (against your own expectations) out of 5 stars consensus

- 7. rate your sponsor (against your own expectations) out of 5 stars
  - December 4th, 6pm
  - PPT created
  - Meet before the presentation?
- 1 page individual essay due for capstone, requirements posted by Alan
- Data flow diagram
  - Follow use case models
  - Due to Alan (not sponsors) before semester end, December 10th
  - To discuss next meeting
- Website
  - May need to steal CSS from other NCAR websites
  - Need to ask if there is CSS?
    - Asking Ryan
  - Needs Docker file from Ryan