

MINUTES

Date: 9/21/2011

Time: 2:00-2:30

Location: F217

MEETING CALLED BY	Richard Thai
TYPE OF MEETING	PM
FACILITATOR	Richard Thai
NOTE TAKER	Eric Henderson, Richard Thai
TIMEKEEPER	Eric Henderson
ATTENDEES	Eric Henderson, Taylor Purviance, Richard Thai, Kenny Gao

Agenda topics

Time Allotted: 15 minutes

Topic: Milestone 1

Presenter: Richard Thai

DISCUSSION	Changes suggested for Milestone 1, and things to consider.	
CONCLUSIONS	Current document abides most of PM’s changes. There needs to be a features/needs matrix among the bigger changes. However, PM will review the document more extensively later in the day	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review Document	Kenny	9/21/2011
Send document to Kenny	Richard	9/21/2011
Make change tracking system for LaTeX documents	Eric	9/21/2011

Time Allotted: 15 minutes

Topic: Milestone 2

Presenter: Richard Thai

DISCUSSION	Things to consider prior to the client interview for Milestone 2		
CONCLUSIONS	Determined key questions to ask client. Prioritizing the creation of the DFDs		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Write up key questions for client interview		Richard and Susi	9/21/2011
Interview Tim about use cases and other information		Team Sriram	9/22/2011