

MINUTES

Date: 9/26/2011

Time: 5:45 - 6:45 pm

Location: F217

MEETING CALLED BY	Richard Thai
TYPE OF MEETING	Group
FACILITATOR	Richard Thai
NOTE TAKER	Richard Thai
TIMEKEEPER	Eric Henderson
ATTENDEES	Susi Cisneros, Eric Henderson, Taylor Purviance, Richard Thai

Agenda topics

Time Allotted: 15 minutes

Topic: Reflection on Milestone 2

Presenter: Richard Thai

DISCUSSION	Discussed what information from Milestone 1 could be transferred to Milestone 2. Also went over the use cases that have been created so far.	
CONCLUSIONS	We need client input on needs and features prior to investing time on use cases.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Verify and correct (if necessary) the needs and features	Richard Thai	9/27/2011
Create Milestone 2 template	Eric Henderson	9/26/2011

Time Allotted: 45 minutes

Topic: Revisions on Milestone 1

Presenter: Richard Thai

DISCUSSION	Introduced Taylor to LaTeX coding. Also elaborated on milestone relationship with future milestones in the introduction. Restructured change table.	
CONCLUSIONS	Further revisions necessary, but current draft is sufficient for Tim’s input on needs and features.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Final revising to accommodate advice of PM, client, and instructor	Team Sriram	10/3/2011