MINUTES

Date: 9/15/2011   Time: 1:35-2:00 pm   Location: F217

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

Agenda topics

Time Allotted: 10 min   Topic: Needs   Presenter: Richard Thai

DISCUSSION	Inquire client about the needs that stem from his project
CONCLUSIONS	Client elaborated upon his needs, and it was recorded

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Compile notes on needs and put into milestone	Susi Cisneros	9/15/2011

Time Allotted: 10 min   Topic: Features   Presenter: Richard Thai

DISCUSSION	Inquire client about the features that stem from his needs

CONCLUSIONS	Client elaborated upon his desired features, and it was recorded

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Compile notes on features and put into milestone	Susi Cisneros	9/15/2011

Time Allotted: 5 min   Topic: Requirements and Verification   Presenter: Richard Thai

DISCUSSION	Inquire client about the requirements that stem from his needs, and verify all of the information that was
collected	

CONCLUSIONS	Client elaborated upon his requirements, it was recorded, and information recorded was confirmed

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Compile notes on requirements and put into milestone	Susi Cisneros	9/15/2011