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| Minutes | | | Date: 9/15/2011 | Time: 1:35-2:00 pm | | Location: F217 | |
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| 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 | | | | | |
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| Agenda topics | | | | | | | |
| Time Allotted: 10 min | | | Topic: Needs | | | Presenter: Richard Thai | |
| Discussion | Inquire client about the needs that stem from his project | | | | | | |
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| Conclusions | Client elaborated upon his needs, and it was recorded | | | | | | |
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| Action items | | | | | Person responsible | | Deadline |
| Compile notes on needs and put into milestone | | | | | Susi Cisneros | | 9/15/2011 |
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| Time Allotted: 10 min | | | Topic: Features | | | Presenter: Richard Thai | |
| Discussion | Inquire client about the features that stem from his needs | | | | | | |
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| Conclusions | Client elaborated upon his desired features, and it was recorded | | | | | | |
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| Action items | | | | Person responsible | | | Deadline |
| Compile notes on features and put into milestone | | | | Susi Cisneros | | | 9/15/2011 |
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| 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 | | | | | | | | |
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| Conclusions | Client elaborated upon his requirements, it was recorded, and information recorded was confirmed | | | | | | | |
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| Action items | | | | Person responsible | | | Deadline | |
| Compile notes on requirements and put into milestone | | | | Susi Cisneros | | | 9/15/2011 | |
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