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| Minutes | | | Date: 9/26/2011 | Time: 5:45 - 6:45 pm | | Location: F217 | |
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| 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 | | | | | |
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| 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. | | | | | | | |
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| Conclusions | We need client input on needs and features prior to investing time on use cases. | | | | | | |
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| 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 |
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| 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. | | | | | |
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| Conclusions | Further revisions necessary, but current draft is sufficient for Tim’s input on needs and features. | | | | |
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| Action items | | | Person responsible | | Deadline |
| Final revising to accommodate advice of PM, client, and instructor | | | Team Sriram | | 10/3/2011 |
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