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| Minutes | | | Date: 9/21/2011 | Time: 2:00-2:30 | | Location: F217 | |
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| 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 | | | | | |
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| Agenda topics | | | | | | | |
| Time Allotted: 15 minutes | | | Topic: Milestone 1 | | | Presenter: Richard Thai | |
| Discussion | Changes suggested for Milestone 1, and things to consider. | | | | | | |
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| 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 | | | | | | | |
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| 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 |
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| Time Allotted: 15 minutes | | Topic: Milestone 2 | | Presenter: Richard Thai | |
| Discussion | Things to consider prior to the client interview for Milestone 2 | | | | |
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| Conclusions | Determined key questions to ask client. Prioritizing the creation of the DFDs | | | | |
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| 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 |
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