**Meeting Minutes**

When and Where Role

Date: 28 January 2015 Primary Facilitator: Calvin

Start: 6:00pm Timekeeper: Cory

End: 8:00pm Minute Taker: Josh

Room: GH 124 Attending: Calvin, Josh, Cory

1. Objective

Discussing project, use cases and vision.

1. Status [Allocated Time: 15 minutes]

Calvin: Vision for the program that we want to implement and its goals.

1. Discussion
   1. We established exactly what we wanted the project to do and how we wanted the program to function.
   2. We established the use cases for the project and discussed how we would accomplish each of the use cases.
   3. Discussed and wrote basic and alternative flow for the two use cases that we finished.
   4. We discussed and created use case diagrams for two of the use cases.
   5. Finished PowerPoint presentation for the inception phase.
2. Wrap up
3. After our broad overview of the files and the requirements we assign each person some portion of the task to complete on their own.
4. Upon discussion of how the meeting was conducted we were happy with the results and everyone understands the overall goal and how their part contributes to it.