**Assignment 11-T: Brief Sponsor Meeting #2 – Team Assignment – Due October 24**

**ASSIGNMENT OVERVIEW**

This assignment is a Team Assignment with a written deliverable.

The purpose of this assignment is to develop your project planning, analytical, and reporting skills. Using your sponsor project planning document and planned agendas, your assignments, and the knowledge you are gaining on your project report the results of your meeting with your client.

**SOURCES**

Farrell, P. (2017). *IT capstone project (3d ed.)*. Dubuque, IA: Kendal Hunt Publishers.

**INSTRUCTIONS**

In a format that you can submit to Blackboard and supports your Capstone Notebook, provide the following:

1. Meeting Agenda and Meeting Minutes
   1. Your meeting minutes should be written so that someone who did not attend the meeting can understand the minutes.

We met for 30 minutes on 10/22/22 with our sponsor. Our goal was to get a better understanding of the website and scheduler requirements.

1. Answer the following questions:
   1. Were there any problems or issues revealed that present risks to completing your project? If so, what are the issues in ranked order?

There were no issues at this moment.

* 1. Were there any changes to the original plan discussed, and/or approved during this meeting? What were they?

We discussed with the sponsor about the chatbot and he found it unnecessary for the companies need.

* 1. Were there any unexpected discoveries based on your meetings with your team or your client?

We discussed the variables that would go into the scheduler and we narrowed down the most important ones.

* 1. What are your top priorities or “action items” for your project?

Beginning the website redesign and asking more questions about changing anything else up.

1. Which changes, if any, do you expect to make to your project plan?

We will no longer be adding the chatbot.

**SUBMIT**

**Submit your assignment through Blackboard**

For each submission, please include 10-T and your team number in each of the file names. **Submit:**

1. Assignment 11-T “**Brief Sponsor Meeting #2”**
2. Updated project plan or statement “there are no updates required to our project plan”, or “we have amended our project plan as follows . . .”