**Group 2**

**Prof. Rudin**

**11/07/22**

**Assignment 12-T: Brief Sponsor Meeting #3 – Team Assignment – Due 11/7**

**ASSIGNMENT OVERVIEW**

This assignment is a Group Assignment with a written component.

The purpose of this assignment is to develop your project planning, analytical, and reporting skills.

**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. Provide your group’s 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 started talking to our sponsor about the final design of the website. We have been looking at a competitors website to see what we need to include for our website. We discussed what variables that would be used in the scheduler. The meeting lasted 30 minutes.

1. Answer the following questions:
   1. Were there any problems or issues to completing your project revealed?

* At this time there were no problems found in completing our project. We expect problems to arise when we start some processes of the website.
  1. Were there any changes to the original plan discussed, and/or approved during this meeting? What were they?
* There were no changes to the original plan that were discussed in this meeting.
  1. Were there any other significant topics discussed?
* No significant topics were discussed, the meeting was straight forward.
  1. What are your top priorities or “action items” for your project?
* The top priority at this moment is the website redesign, we have already began this process by pulling ideas from competitors websites.

**SUBMIT**

**Submit your assignment through Blackboard**

For each submission, please include 12-T and your team number in each of the file names. **Submit:**

1. Assignment 12-T “**Brief Sponsor Meeting #3”**
2. Updated project plan or statement “there are no updates required to our project plan”, or “we have amended our project plan as follows . . .”