Team 2

Prof. Rudin

Team Assignment 10-T

10/13/2022

Sponsor Meeting #1

1. Meeting agenda:

The goal of this first meeting was to introduce our group to the sponsor get a better understanding of what the sponsor wanted. We wanted to know the sponsors business goals and additional details on the project itself.

Meeting minutes:

On 10/15/22 our group met with our sponsor in person to discuss the capstone project. We agreed to meet at our sponsors office/warehouse in Manassas. we started the meeting off by introducing our group and then we began talking about our project. The sponsor first told us what he wanted out of our project. He wants us to refresh his website and make a scheduler. We asked the sponsor how the website redesign should look like. The sponsor showed us an competitors website and told us what he liked about the competitors website and other additional details to add the website. The sponsor also told us what the scheduler should do but we didn’t get a chance to go into detail about the schedule. We hope to talk more about the scheduler in the next meeting. The overall meeting lasted roughly 30-35 mins.

2.

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

at this time in the project our group does not have any issues in completing our project.

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

During the end of the meeting we talked to the sponsor about also making a chat bot that would insert information into the scheduler. The sponsor liked the idea and showed interest in pursuing the chat bot.

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

There were no unexpected discoveries found during this meeting.

3. there are no updates required to our project plan.