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| **Capstone Stakeholder Meeting #1** | | | **Date:**  **Time:**  **Location: Phone Conference** |
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| Attendees: | Team member 1: Sean Price  Stakeholder: Jan Streekstra | | |
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| **Agenda** | | | |
| **Item** | | **Description** | |
| Item # 1 Business Requirements | | Answering business requirement questions about the project needs | |
| Item # 2 Project Definitions | | Further defining what is expected from the application and what will be required by the client to fulfill those needs | |
| Action Plan | | Item Description Responsibility  #1 Producing a copy of the business NE  requirements that meet needs of the rubric  #2 Define user roles based on business NE, SP  requirements  #3 Create rough draft of features list NE, DR, SP | |
| Next meeting date | | Date: October 14, 2017  Time: 3:00pm  Location: Kingston, ON  Agenda: Review Roles and Features | |