Team B Minutes

Friday, October 23rd, 2020 / 3 pm / Discord

# Attendees

Chris Droney, Hunter DeBlase, Nicholas Naylor, Shane Flynn, Phillip Corley

# Discussion

## Phase 1 Development Plan

1. Linked [here](https://docs.google.com/spreadsheets/d/1OUfCTFM8_z8uuQ02zzbfvM009ULLYdTF/edit#gid=272971306)

## Follow-up meeting

1. 4:30 on Tuesday, 10/27

# Action Items

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| Sr# | Action Item | Responsibility | Due Date |
| 1 | Table of Contents | Hunter | 10/27/20 |
| 2 | 2.1 Overview of the Organization | Shane | 10/27/20 |
| 3 | 2.2 Current Situation and Problem Statement | Hunter | 10/27/20 |
| 4 | 3.0 Statement of Purpose | Shane | 10/27/20 |
| 5 | 4.0 Project Objectives | Nick | 10/27/20 |
| 6 | 5.0 Project Requirements | Nick | 10/27/20 |
| 7 | 6.0 Project Specifications | Hunter | 10/27/20 |
| 8 | 7.0 Critical Assumptions | Phil | 10/27/20 |
| 9 | 8.0 Project Constraints | Phil | 10/27/20 |
| 10 | 9.0 Project Acceptance Criteria | Phil | 10/27/20 |
| 11 | 10.0 Project Success Criteria | Chris | 10/27/20 |
| 12 | 11.0 Project Deliverables | Chris | 10/27/20 |
| 13 | Feasibility Study (Distinct sections for each type of feasibility) | Shane, Chris | 10/27/20 |
| 14 | Resource Allocation | Phil | 10/27/20 |
| 15 | **Process Model** | Hunter | 10/27/20 |
| 16 | **Meeting Agendas and Minutes (with users and with team)** | Chris | 10/27/20 |
| 17 | **Responsibility Assignment and Contribution\***  **(this worksheet)** | Shane | 10/27/20 |
| 18 | **Peer Evaluations\*** | All | 10/27/20 |

# Pending Decisions