

PHASE I MEETING RECORDS

This table outlines our main team meeting records during Phase I. Throughout this phase, the team constantly exchanged texts and idle chatter regarding the project and asked each other questions. We kept in regular contact with the client via the team liaison to ensure we were meeting deadlines.

This document replaces the *Process* section of the WRS.

<i>Date</i>	<i>Subject</i>	<i>Description</i>
8/29/2019	First Client Meeting	First meeting as a group a couple hours before meeting with client (Bob). Discussed the project, asked each other questions, gathered questions to ask client during later meeting, bounced ideas around about expectations. Met with client over Skype. Introduced our group. Discussed with client about initial class and project expectations. Asked questions.
9/7/2019	Preliminary Project Plan	Met as team to begin the Preliminary Project Plan. Completed about half of the document. Discussed expectations for the final Phase I deliverables.
9/8/2019	Preliminary Project Plan	Met as team to complete PPP. Submitted to BB and pushed to GitLab.
9/18/2019	Phase I Check Up	Met as team for a couple hours before meeting with client to discuss project, ask each other questions and review upcoming meeting parameters. Met with client over Skype to discuss our PPP and ways to improve it. Jotted quick improvement points down. Discussed expectations for the final Phase I deliverables. Asked questions regarding both.
10/12/2019	Phase I Final Deliverables	Met as team to begin Phase I Final Deliverables. Completed about half of the WRS.
10/13/2019	Phase I Final Deliverables	Met as team to finish and finalize Phase I Final Deliverables. Finished WRS, modified PPP according to notes taken from previous client meeting, finished PowerPoint presentation. Pushed documents to team GitLab. Will present to client later this week.