WRITE THAT DOWN WRITE THAT DOWN

How do we meet with each other, client, TA

* Discord

Weekly client meeting good idea (scheduling TBD)

Everybody at Sac has a badge that they identify themselves with, the lock can be retrofitted to take in people with those badges (RFID)

Clear goal

Good Market

If taken seriously, could be really good

**Needs statement (Rough Draft):**

A way to securely lock the fridges in lab settings to ensure people’s research samples are protected and consistently in the correct environment and something that is adaptable to multiple different types of refrigerators (take note of types when we look at the lab equipment).

**We also need to make a preplanned schedule, just like the TA said. Maybe for meeting next week**

**Create a progress report on what we did ASAP (do not procrastinate), 30 min a week minimum?**

We really need to get into the lab so we can measure stuff

**Gantt chart**

**Start backwards**

Survey shouldn’t take too long, time yourself or ask to time, 15 min more is too long

Tell them there's a problem, and how you’ll solve them.

Ask the client who is good for taking the survey.

**Your goal is to make a product that is really good at one thing (simple and robust >>>)**

**Client knows what they need, but not how to get their needs**

Let’s move some extra features to their own section as something like “future features” and/or get rid of them for now

**Email TA final version when done**