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| --- | --- | --- | --- | --- | --- |
| SDA Technologies | | | | | |
| 2.15.2013 | | 2:00 PM-4:00 P.M. | | CCSB Starbucks Lobby | |
| Meeting called by |  | | | | |
| Type of meeting | Discussion | | | | |
| Facilitator | Arturo Delagado | | | | |
| Note taker | Juan Rodriguez | | | | |
| Timekeeper | Joseph Aguirre | | | | |
| Attendees | Arturo Delagado, Juan Rodriguez, Joseph Aguirre, Jesus Tabares, Andre De La Cruz | | | | |
| Interview Questions | | | | | |
| 30 min | All | | | | |
| Discussion |  | | | | |
| Poor grade due to questions being unsuitable for this period of development, too many question on interface rather than system. | | | | | |
|  | | | | | |
| Conclusions |  | | | | |
| Removed many questions and redo the document | | | | | |
|  | | | | | |
| Action Items | | | Person Responsible | | Deadline |
| Need to come up with 5 questions each. | | | All | | 2/17/2013 |
| Need to check each other’s questions | | | All | | 2/17/2013 |
| Interview Report on Dr. Pennington | | | | | |
| 30 min | All | | | | |
| Discussion |  | | | | |
| Look over interview report form. | | | | | |
|  | | | | | |
| Conclusions |  | | | | |
| Transcribe interview and summarize before filling out form. Everybody gets a section to work on. | | | | | |
|  | | | | | |
| Action Items | | | Person Responsible | | Deadline |
| Everybody assign a 13 min segment to transcribe | | | All | | 2/18/2013 |
| E-mail assign 13 min segment to everybody | | | Arturo Delgado | | ASAP |
| Interview Report cont. | | | | | |
| 30 min | All | | | | |
| Discussion |  | | | | |
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|  | | | | | |
| Conclusions |  | | | | |
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| Action Items | | | Person Responsible | | Deadline |
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