# Date

## 2012 November 30

# Location

## Logan Library: Small Conference Room

# Attendees Requested

## Andrew Michaelis [Questioner] , Jackson Melling[Co-Questioner], Brandon Knight [Time Keeper], Caleb Drake [Recorder/Timekeeper] Alex Lo [Client]

# Brief

## Skype meeting between Code Swap Team and Client, Alex Lo, to clarify project requirements and specifications for First few Winter Sprints

# Projected Schedule

## Entire Meeting

### 17:15 – 19:00

## Breakdown

### 17:15 – 17:30 Meeting Preparations/Setup

### 17:30 – 18:30 Skype Call w/ Alex

### Topic Order: Create Assignments Formal Spec Workflow Rubric Grouping Pairing Algorithm Grade Tracking Automated?/TA Validated?

### 18:30 – 19:00 Determine To-Dos and Adjournment