**Meeting Agenda**

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| **Date**: 2/7/2023 | **Primary** **Facilitator**: Carson |
| **Start**: 10:21 AM | **Timekeeper**: Jesse |
| **End**: 11:03 AM | **Minute** **Taker**: Zach |
| **Room**: Endicott Hall 1410 |  |

1. **Objective**

Develop the problem statement from the client’s perspective for a selected brainstormed project idea.

1. **Status [Allocated: 3 minutes]**

Carson: Status on what brainstorming project ideas we had from the last meeting.

1. **Discussion Items [Allocated: 20 minutes]**

3.1 Select one of the brainstormed project ideas listed by Carson.

3.2 Develop the problem statement from the client’s perspective that describes:

3.2.1 The Problem

3.2.2 Objectives

3.2.3 Functionality the system should support

3.2.3.1 Functional requirements

3.2.3.2 Nonfunctional requirements

3.2.4 Target environment in which the system will be deployed

1. **Wrap up [Allocated: 5 minutes]**

4.1 Review and assign jobs for the presentation on 2/9/2023.

4.2 Meeting Critique