Client Information Gathering

1/6/2017

11:00am – 12:00 pm

Attendees: Chris MacIsaac, Ash Julian, Matt Taylor

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| 11:00 am – 11:10 am | [Introduction]  [Team Introductions] | [NSCC Forrester Rm 205C] |
| 11:10am – 11:30 am | [Project Discussion]  [Client Project Ideas]  [Initial Thoughts and Plans]  [Questions, Discussions, Input] | [NSCC Forrester Rm 205C] |
| 11:30 am – 11:45 am | [Requirements Gathering]  [Client Expectations & Requirements]  [User Stories] | [NSCC Forrester Rm 205C] |
| 11:45am – 12:00 am | [Wrap-up]  [Final Questions and/or Comments] | [NSCC Forrester Rm 205C] |

Additional Information:

Initial client meeting meant to obtain client needs and expectations for the project. Will gather information and determine a direction for the project whilst keeping the client’s best interests at heart.