TO ALL JAD SESSION PARTICIPANTS

The following message will describe the functions of joint application development and the agenda for our session.

Joint Application Development

The core of JAD is the development of system requirements by identifying the shortcomings of the current system if there is one, questioning the processes needed in a proposed system, parsing input from users and participants who have been diverted from daily activities, and to document our findings following changes based on feedback.

Participants will include the project manager, introducing and overseeing the session activities; Jill Martin to validate the project; users to provide proper flow management and interface critiques; Dave Spencer and Mark Martin to provide technical support; Amy Hawkins for client representation; and corporate trainers Meg Harris, Roy Brown; and Sandy Wise will be output for the sessions. Maintaining a smaller group will help contain conversation and focus on what matters most.

One of the benefits of developing requirements in this manner is a greater commitment to the project's success, as participants can directly influence the shaping of our product. That influence being tuned by peers and effective planning, with a user-centric methodology.

Agenda

Personnel	Task
Project Lead	Introduction of members, goals, rules and conduction of team building exercise
Jill Martin	Describe group direction and desires for the project
Project Lead, Dave Spencer, Jill Martin	Describe current and projected systems, discuss scope and limitations, and list requirement topics
Team	Establish business processes, identify agreements and disagreements, break into smaller groups for granular discussions
Team	Smaller group discussions, focus on and document specialized areas of proposed system requirements, develop models then prototypes
Group speakers	Present findings and results from smaller groups, identify larger issues to be discussed by entire JAD team
Team	Review smaller group findings and build with presented modularity, resolve main issues, document all topics
Project Lead, Sandy Wise	Package session results and reiterate resolutions, prepare report with help of recorder