2nd Team Meeting |MINUTES

Meeting date | time 9/12/2014 11:15 AM *| Meeting location* IC 404

Meeting called by	Project Team	Attendees
Type of meeting	Planning meeting	Chandni
Facilitator	N/A	Dickson
Note taker	Miranda	Miranda
		Nick

AGENDA TOPICS

Time allotted | 20 min *| Agenda topic* User Story *| Presenter* All Attendees

Discussion : The abstract idea of the project, based on the clients' speech last week

Conclusion : Create several user stories(No.1 – No.5) about clients product requirements

Action items	Person responsible	Deadline
Rewrite the user stories into document	Nick	Before next meeting
Update user stories to Trello group	Miranda	ASAP

Time allotted | 10 min*| Agenda topic* Questions for clients *| Presenter* All Attendees

Discussion : The qustions/topics need to ask and discuss with clients and TAs at next TUT

Conclusion (Questions need to ask)

- (Krista) Do you want data in a format that works with the existing system? ie. are we working with an existing system and what is this system? If this is an existing system, what parts of the system would you like improvements for?

- What is the motivation, what do we want to do with the program?

- What do the users want to do with this data? What is the targeted audience? What is the audience load/number of expected users? Will multiple users be simultaneously accessing information? What levels of information are required for each user?

- How do they analyze it? How will the software help him?

Special notes

- Set next meeting to be on next Wednesday(Sep. 17th) 13:30, at meeting place.
- Get in touch with Amna after the meeting, and will meet together next time.