

Minutes



Location: Library Room 223

Date: 1/10/2020

Time: 12:00 PM

Attendance

Katrina Leighton

Chris Fredericks

Katrina Leighton

Agenda Items

1. Introduction
2. Needs Assessment
3. Questions
4. Wrap up

Action Items

1. Review excel/word documents to be sent by Katrina
2. Create initial mockup to be validated with the client
 - a. Dashboard
 - b. Projects
 - c. Stages
 - d. Checkpoints
3. Start working on Project Charter

Notes