**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
   1. Dashboard
   2. Projects
   3. Stages
   4. Checkpoints
3. Start working on Project Charter

## Notes