To: Gropp, Chris; Jawaid, Samad; Risden, Kevin

Subject: Initial Meetings with Project Manager

Accomplished: Showed PM initial email. Talk with PM about the project. Told us about Scrum and LaTex, which have been chosen to use. Talked about source control.

To Do:

Samad: Compile list of questions from PPT

Trey: Meeting Minutes, help anyone if needed.

Chris: Start Milestone 1 documentation (layout, initial content,etc)

Risden: Prepare meeting Agenda for Interview with Allie and for Sunday

All: Think of more questions for Allie to define scope/ project/ etc; Start to learn/review LaTex and Scrum. Find a source control solution. Finish ENTIRE Project.

Next Meeting: 9/11 Sunday 6:30pm to 7:30 pm