Crucial points to discuss:

* Organize questions for the client
* Prepare meeting with client:
  + Communicate changes and why.
  + Communicate decisions and why.
  + Ask important questions regarding client preference towards the whole system functional requirements and features.
* Meeting to sketch all the wireframes, GUI and ERD stuff
* Last adjustments to v2 of the project plan.
* Setup document first sketch
* Rotate roles for next meeting
* Communication plan?

Current roles:

* Talia – project leader
* Thanh – secretary
* Chanelle – minute taker
* Dholon – rotating helper

To do after tomorrow’s meeting and this week’s objectives:

* Project plan revision
* “Translate” digitally the group’s sketches
* Setup Document
* Minutes
* Process Report