**Summary of Team Meeting with Dr. Huber & Dr. Srinivasan**

**October 18, 2017**

1. Check with Mr. Pease if there is a need to validate volunteer data/hours as part of State requirements. If not, it can be removed from the user requirements list.
2. For Hardman Farm Volunteer hours, suggest to Mr. Pease that this data will be added to the Volunteer Log table in the SGW database and distinguished from the other data; the Farm manager will be given access to the SGW Volunteer site to log in the hours.
3. Discuss SGW’s budget for long-term site hosting with Mr. Pease if or when Dr. Huber is no longer able to continue funding it.
4. Annotate all project-related hours on WBS/Project Plan including individual task assignments, team meetings, obtaining user feedback, etc. This information will be provided to SGW for inclusion to the Volunteer Hours report.
5. 100% coding is not required for the class projects. However, we’re expected to do some code customization of the site.
6. Build a basic website prototype for Mr. Pease and another SGW representative that they can test to determine the amount of instruction they need in certain areas to accomplish the tasks of updating and maintaining the site. This should help our team in deciding which app framework/tool to use for the site rebuild.
7. Dr. Srinivasan suggested checking out the JavaScript libraries for adding photos to site pages which can improve the user experience for SGW.