# Mentor Meeting 1

When: 09/01/09, 13:30 - 14:00  
Where: Room 261  
Who: CASOS MSE Team, Matt Bass, Scott Hissam

## Agenda

1. Introductions.
2. What we've done so far:

* High level overview of the project and requirements as we understand them.
* Scheduled standing client meetings.
* Scheduled weekly team meetings.
* Looked into different collaboration tools and environments.
* Appointed a team lead and decided on a team name.
* Team lunch with introductions and backgrounds.

    3. Forward work.

* For standing team meetings, set the prioritized agenda.  Next meeting should come up with a plan, if plausible.

    4. Any suggestions or tips this early in the process?

## Minutes

* The first thing to do - know about our client as much as possible.
  + what is SCS?
  + what is CASOS? what is its mission?
  + who is involved? what about their relationship?
  + who is the real customer?
* How to organize a meeting
  + Role (facilitator, time keeper, scribe, ...)
  + Make high-level objective clear (prepare agenda, define the meeting's goal, ...)

                -> who needs to be?  
                    ask the person to come, send the agenda in advance

* decide team name other than CASOS ("CASOS" is the name customer is using)
* no need to set up a regular mentor meeting before October (we have a bootcamp until then)

## Action Items