### **Capstone Project**

Truro Music Festival

Nick Showalter | Hannah Grinton

January 2020 – April 2020

Needs Assessment

4/8/2020

12:30 pm – 1:30 pm

Attendees:

(In Person): Nick Showalter, Hannah Grinton

(Via Phone call): Patrick Vandermeulen

|  |  |  |
| --- | --- | --- |
| 12:30pm – 12:45pm | Introductions  Discuss project basics | TRM-224 |
| 12:45pm – 1:15 | Review  Revisit previous project requirements,  Discuss changes & improvements | TRM-224 |
| 1:15 – 1:30 | Wrap-up  Additional time if needed,  develop communication plan | TRM-224 |

Additional Information:

* Discuss non-disclosure agreement for sensitive data
* Discuss hosting plans
* Discuss potential software
* Discuss required sign-off plans for documents and deliverables

Minutes Report

**Location:** Library

**Date:** 1/15/2020

**Time:** 12:40 pm – 1:10 pm

## Attendance

Nick Showalter

Hannah Grinton

Patrick Vandermeulen (via Phone Call)

## Agenda Items

1. Introductions
2. Review
3. Wrap up

## Action Items

1. Reviewed old website
2. Discussed old and new needs for site
3. Discussed hosting and technologies
4. Discussed NDA
5. Developed communication plan

## Notes

Make a list of questions to ask Patrick, and send it to him, including a list of things he needs to send us.

Send Patrick the completed Project Charter to be signed by next Tuesday or Wednesday.

Plan to meet sometime in the week after next (Jan. 27th – Jan. 31st).

Progress Review

4/8/2020

1:00pm – 2:00pm

Attendees:

(In Person): Patrick Vandermeulen, Hannah Grinton

(Via Skype): Nick Showalter

|  |  |  |
| --- | --- | --- |
| 1:00pm – 1:10pm | Revisit Goals  View deliverables | Boardroom |
| 1:10pm – 1:15pm | Review Data Structure  View Database & Tables | Boardroom |
| 1:15pm – 1:45pm | Visit Site  Explore currently working features  Discuss Design | Boardroom |
| 1:30pm – 2:00pm | Sign Deliverables Off  If applicable  Additional Discussion | Boardroom |

Additional Information:

Discuss Design.

Minutes Report

**Location:** Library Boardroom

**Date:** 2/14/2020

**Time:** 3:40 PM

## Attendance

Patrick Vandermeulen

Hannah Grinton

Nick Showalter (Skype call)

## Agenda Items

1. Revisit Goals/Deliverables
2. Review Data Structure
3. Visit Site
4. Sign-off Deliverables

## Action Items

1. Reviewed website
2. Prepared to send PDF of deliverables to be signed

## Notes

Progress Review

4/8/2020

10:30am – 11:00am

Attendees: Via Google Hangouts – Patrick Vandermeulen, Nick Showalter, Hannah Grinton

|  |  |  |
| --- | --- | --- |
| 10:30am – 10:50am | Review Current Progress  Visit Site  Discuss Requirements | Google Hangouts screen share |
| 10:50am – 11:00am | Deliverable Sign-off and Planning  Sign off newly attained deliverables  Discuss next meeting times | Google Hangouts |

Additional Information:

Plan to discuss hosting in the near future.

Minutes Report

**Location:** Google Hangouts

**Date:** 4/01/2020

**Time:** 10:30am – 11:00am

## Attendance

Patrick Vandermeulen

Nick Showalter

Hannah Grinton

## Agenda Items

1. Review Current Progress
2. Deliverable Sign-off

## Action Items

1. Sign off deliverables
2. Plan next meeting

## Notes

Contact Rene to meet and discuss hosting

Progress Review

4/8/2020

4:00pm - 4:30pm

Attendees: Via Google Meet – Patrick Vandermeulen, Hannah Grinton, Rene Wall

|  |  |  |
| --- | --- | --- |
| 4:00pm – 4:30pm | Hosting Discussion  Discuss Requirements  Explore site | Google Meet screen share |

Additional Information:

Discuss where to host, domain names, databases, cost

Minutes Report

**Location:** Google Meet

**Date:** 4/03/2020

**Time:** 4:00pm – 4:30pm

## Attendance

Patrick Vandermeulen

Rene Wall

Hannah Grinton

## Agenda Items

1. Hosting Discussion

## Action Items

1. Set up hosting, database, and subdomain, in affiliation with current items

## Notes

Contact Rene to get credentials to necessary platforms regarding deployment

Progress Review

4/8/2020

10:30am - 11:00am

Attendees: Via Google Meet – Patrick Vandermeulen, Hannah Grinton, Nick Showalter

|  |  |  |
| --- | --- | --- |
| 10:30am – 11:00am | Progress Discussion  Visit site | Google Meet screen share |

Additional Information:

Update everyone on deployment plans

Minutes Report

**Location:** Google Meet

**Date:** 4/08/2020

**Time:** 10:30am – 11:00am

## Attendance

Patrick Vandermeulen

Nick Showalter

Hannah Grinton

## Agenda Items

1. Review Current Progress

## Action Items

1. Plan training session, develop documentation for site
2. Prepare to finish project and deploy and populate

## Notes

Include multiple logins, for treasurer, etc.