### **Capstone Project**

Truro Music Festival

Nick Showalter | Hannah Grinton

January 2020 – April 2020

Needs Assessment

1/15/2020

12:30 pm – 1:30 pm

Attendees:

(in Person): Nick Showalter, Hannah Grinton

(Via Google Hangouts): 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:** 12:30 pm – 1:30 pm

## Attendance

Nick Showalter

Hannah Grinton

Patrick Vandermeulen (via Google Hangouts)

## Agenda Items

1. Introductions
2. Review
3. Wrap up

## Action Items

1. Reviewed old website
2. Storyboard (public end/ admin end)

## Notes

[Meeting Title]

1/15/2020

[9:00 a.m. to 5:00 p.m.]

Attendees: [Attendee list]

|  |  |  |
| --- | --- | --- |
| [9 a.m. – 10 a.m.] | [Introduction]  [Continental breakfast]  [Welcome: Kari Hensien] | [Rainier Room] |
| [10 a.m. – noon] | [Demos]  [New product line: Jane Clayton]  [Sales techniques: Jeff D. Henshaw] | [Snoqualmie Room]  [Rainier Room] |
| [Noon – 4 p.m.] | [Working groups]  [Group A: Product planning]  [Group B: Product development]  [Group C: Product marketing] | [Snoqualmie Room]  [Rainier Room]  [Tacoma Room] |
| [4 p.m. – 5 p.m.] | [Wrap-up]  [Q&A panel: All speakers] | [Rainier Room] |

Additional Information:

[Add any additional instructions, comments, or directions in this section.]

Minutes Report

**Location:** Library

**Date:** 1/11/2016

**Time:** 3:40 PM

## Attendance

???

???

???

## Agenda Items

1. Introduction
2. Current product review
3. Client requests / suggestions
4. Wrap up

## Action Items

1. Reviewed old website
2. Storyboard (public end/ admin end)

## Notes

[Meeting Title]

1/15/2020

[9:00 a.m. to 5:00 p.m.]

Attendees: [Attendee list]

|  |  |  |
| --- | --- | --- |
| [9 a.m. – 10 a.m.] | [Introduction]  [Continental breakfast]  [Welcome: Kari Hensien] | [Rainier Room] |
| [10 a.m. – noon] | [Demos]  [New product line: Jane Clayton]  [Sales techniques: Jeff D. Henshaw] | [Snoqualmie Room]  [Rainier Room] |
| [Noon – 4 p.m.] | [Working groups]  [Group A: Product planning]  [Group B: Product development]  [Group C: Product marketing] | [Snoqualmie Room]  [Rainier Room]  [Tacoma Room] |
| [4 p.m. – 5 p.m.] | [Wrap-up]  [Q&A panel: All speakers] | [Rainier Room] |

Additional Information:

[Add any additional instructions, comments, or directions in this section.]

Minutes Report

**Location:** Library

**Date:** 1/11/2016

**Time:** 3:40 PM

## Attendance

???

???

???

## Agenda Items

1. Introduction
2. Current product review
3. Client requests / suggestions
4. Wrap up

## Action Items

1. Reviewed old website
2. Storyboard (public end/ admin end)

## Notes