### **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 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).

[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

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???

???

## 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]

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## Notes