E-Guard Client Team
Meeting Notes

Pre-Submittal Meeting
Date: 10/01/2013
Start Time: 9:30pm
End Time: 11:30pm
Location: Skype
Attendees: Jaime Cedillo, Cas Dusute, Jeff Klanderman, Lisa Snyder

Objectives:
1. Compile different sections each member wrote into one document
2. Discuss recommended changes for each section:
    a. Team structure and responsibilities
    b. Risk Management Plan based
    c. Configuration Management
    d. Software Test Plan
3. Make changes for each section:
    a. Team structure and responsibilities
    b. Risk Management Plan based
    c. Configuration Management
    d. Software Test Plan
4. Proof read entire document
5. Submit

Wrap up:
The team successfully compiled, modified and submitted the Development Plan. The submitted document is evidence of the final product.

Weekly Scheduled meeting
Date: 10/06/2013
Start Time: 7:30pm
End Time: 9:00pm
Location: Skype
Attendees: Jaime Cedillo, Cas Dusute, Jeff Klanderman, Lisa Snyder
Facilitator, Time Keeper, Minute Keeper: Jeff Klanderman

Objectives:
1. Discuss project schedule
2. Discuss information needed from web team
3. Discuss Project Requirements Capture deliverable
4. Discuss repository

Summary
1. Discussed completed sections of Project Requirements document
2. Completed remaining sections of Project Requirements document
   a. 10 Scenarios
   b. 6 Use Cases
3. Cas update the group with information from web team
   a. Database ready in about a month. Testing DB reading in a week
   b. Mobile and client API will be ready in one week
4. Discussed repository options
   a. Decided to use github
   b. Cas created Repository

Upcoming Meetings:
10/13/2013 7:30 Skype Team Metting. Meeting Chair: Jaime Cedillo