First Client Meeting Minutes  
9-17-2014

# Discussion:

* **Feedback from Problem Statement:**
  + When discussing scalability, the P.S. should include definitive numbers instead of adjectives such as "massive"
  + An additional feature of the system is to include a Confidence Metric, ranking how well the system believes it did in summarizing the abstract.
  + Two items not yet included on the P.S. are the system's name and any software and hardware requirements. This will be included for the first sprint.

* **Sprint Information:**
  + Following discussions between Jeremy and Professor Kultur, sprints will maintain a length of one week.
  + The structure of the sprints will have alternating purpose, between feature development and testing / quality assurance.
  + The amount of features included in each sprint will be adjusted throughout the year as what is optimal becomes more apparent.
  + The initial sprint will contain spikes to help determine the infrastructure set up of the system.
  + Given time constraints surrounding meeting times, the initial plan will be for sprints to begin and end on Wednesdays, to allow for sprint review / planning to occur during the client meeting.

# Additional comments/questions/concerns:

* The development team will complete internal documentation on the project plan, required by the project advisor.
* Jeremy will fill the Sprint Backlog for the initial sprint. The team will review and respond with any questions/concerns.
* The development team will meet with the project advisor on Thursday to discuss the current progress and direction of the project.