

CPSC 319 Team Meeting Minutes

General Information

Date: Monday, January 21, 2013

Time: 3:00pm – 4:00pm

Location:

Members Present:

Agenda

- 1) Client Information (Who he is and what we have found out about him through Google)
- 2) Jacqui—Update about the correspondence with the client. How is this going? Has there been any progress with regards to finding a meeting time and room?
- 3) Jacqui—TA meeting time (Has it been planned?)
- 4) Requirements Document (Has anyone taken a look at the current list of questions or the SRS template? What are your thoughts on the questions? Based on the SRS template, there are a lot of things missing—fill in those holes.)
- 5) Preparation for meeting with the client (Who will be the one asking questions? Are we going to be recording the Q&A session somehow? Who will be taking notes? What kind of preparation should we be doing prior to our meeting?)
- 6) Work log/time tracker announcement by Jess