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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Portofolio Meeting | | | | | | | | 2015-10-04 | | |
| 8pm - 9pm | | |
| Online Meeting | | |
| Meeting called by: | | | | Christopher Sigouin | Type of meeting: | | | | Discussion and Review | |
| Facilitator: | | | | Christopher Sigouin | Note taker: | | | | None required | |
| Timekeeper: | | | | None required |  | | | |  | |
| Attendees: | Christopher Sigouin, Matthew Hutchinson, Gwen Harwood | | | | | | | | | |
|  | | | | | | | | | | |
| Please read: | | This agenda for tomorrow | | | | | | | | |
| Please bring: | | Nothing required. This is an online meeting | | | | | | | | |
| Agenda Items | | | | | | | | | | |
| Topic | | | | | | Presenter | | | | Time allotted |
|  | | | | | | | | | | |
| **Review BJ’s comments noted on design document** | | | | | | | **All members** | | | **15 minutes** |
| **Discuss next portions of design document ( Database & Interface )** | | | | | | | **All members** | | | **15 minutes** |
| **Assign workloads ( Database, Interfaces, Design Doc Finalization )** | | | | | | | **All members** | | | **15 minutes** |
| **Discuss due dates, next meeting, any unclear issues** | | | | | | | **All members** | | | **15 minutes** |
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| Other Information | | | | | | | | | | |
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| Observers: | | None | | | | | | | | |
|  | | | | | | | | | | |
| Resources: | | Ourselves, internet, universe, etc | | | | | | | | |
|  | | | | | | | | | | |
| Special notes: | | | We will use Skype again. Due date for the “ Initial Design Document “ which I believe includes the Database and the Interface desgins is due October 19th, so we should get a start on that. | | | | | | | |
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