Northumberlamb: Meeting Agenda & Minutes

3:00pm, January 12th, 2015 | Location: Board Room, McCarthy Hall

Agenda

*(Please add your items below, 30 minutes before meeting start time)*

Last Meeting Follow-Up:

* N/A

New Business:

* Initial Meeting, Introduction
* Discussion of Client’s Wants and Needs
* Discussion of Site Design – One Page vs. Multiple Page
* Discussion of Requirements Analysis Document and Project Charter
* Discussion of Meeting Time – Set Consistent Day/Time (if possible)

Attendees

Brenda Stewart (Client), Kyle Samson (Developer), Chris Borden (Developer)

Scribe

Kyle Samson

Minutes

* Meeting called to order at: 2:50pm
* 2:50 – 2:55: Introductions
* 2:55 – 3:00: Approval of Agenda
* 3:00 – 3:10: Discussion of previous attempt to get a website going. Lost a lot of resources and content.
* 3:10 – 3:30: Discussion of important content/layout of website.
  + Full details in client\_meeting1\_questions.doc located on the GitHub repository.
* 3:30 – 3:35: Discussed competitor websites. Likes and dislikes.
* 3:35 – 3:40: Discussed “Nice to Haves” – Producer Login Account
* 3:40 – 3:55: Discussion of Requirements Analysis Document and Project Charter
* 3:45 – 4:00: Recap of meeting and items discussed.
* Meeting adjourned at: 4:00pm

Action Items

* Brenda will go through images on CD, select her favorites and email those images to us.
* Brenda will provide us with a list of links.
* Brenda will provide us with newspaper and magazine articles.
* Brenda will get us the logo. We will need to get this digitized.
* Brenda will find out the site with the content regarding transporting animals.
* Brenda will make a list of keywords used to help with SEO.
* Kyle and Chris will research Producer Login Account (“Nice to Have”)
* Kyle and Chris will formulate Project Charter and Requirements Analysis

Next Meeting Agenda Items

* Ratify Project Charter
* Ratify Requirements Analysis (RA) Document
* Get client sign off on RA.