# Meeting Minutes

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| --- | --- |
| **Date/Time:** | 25/01/2017 8:00pm |
| **Type:** | Client Meeting |
| **Minute Taker**: | York |
| **Attendees:** | Shawn, Peter Chen, Andrew Hampson, York Liu, Zach Yu |
| **Regrets:** |  |

## Notes:

1. Group Member Introduction
2. Project scope
3. Project task
4. Extra function
5. Contact way with client

## Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| **Owner** | **Description** | **Completion Date** | **Status** |
| Shawn | 1, group member introduction  2, introduce the project scope and detail task   * Minimum scope: fully convert all Actionscript functions used for the playbook design, save, and load sections to Javascript for this project. * Extra objectives to work on if the minimum scope has been accomplished before the scheduled time. * extra functions: use for premium users and adjusting the web site to have the ability to display different layout for mobile devices.   3, decide contact method  (phone call, email, skype)  Supervisor:Mandeep   * email: mpannu8@bcit.ca   Clietns:Shawn Leffler   * email: swleffler@gmail.com * tel-1: 604-628-7516 * tel-2: 732-715-9145   Tech director:Bethany   * email: bredmunds@gmail.com * tel-1: 604-628-7516 * tel-2: 604-628-7516 | 25/01/2017 | closed |