# **Meeting Minutes**

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| Group 10 | |
| **Date/Time:** | 01/25/2017 |
| **Type:** | Client Meeting |
| **Minute Taker**: | Andrew Hampson |
| **Attendees:** | Peter Chen, Andrew Hampson, York Liu, Zach Yu, Shawn (Client) |
| **Regrets:** |  |

## ***Notes:***

1. Source code to be sent over GDrive/FTP (Already received)
2. Technical questions or details should be sent over email.
3. Video calls are possible. (Weekend Preferred)
4. We will receive pseudo-Customer Data to integrate inputs.
5. We will receive a premium signup code for exploration.
6. Scope limited to just the flash app.
7. Final product will be in Javascript/HTML5 for certain.
8. Identified 3 possible deliverables:

Play design (scratch or template) / Save Functionality / Playbook

1. Client would like to see project proposal document.
2. We decided on Github for internal development.

## ***Project proposal meeting***

Assigned proposal tasks.

## ***Action Items:***

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| --- | --- | --- | --- |
| **Owner** | **Description** | **Completion Date** | **Status** |
| Andrew | Write Aims/Hypothesis PP | 29/Jan | Open |
| Andrew | Write meeting minutes | Weekly | Open |
| York | Collate Project Proposal | 01/Feb | Open |
| Zach | Schedule Gantt chart | Weekly | Open |
| Andrew | Write Status Report | Weekly | Open |
| Zach | Write Client/Abstract PP | 29/Jan | Open |
| York | Keep in touch with Bethany | Twice/week | Open |
| Peter | Keep in touch with Client | Twice/week | Open |
| Peter | Write Abstract/Object PP | 29/Jan | Open |