**Team 2**

**Preparation Checklist for System Requirements Review**

Decide on the purpose of the meeting.

* This meeting will be used to discover any possible defects the Requirements Specification may have and make sure the document contains testable content.

Determine what will a successful outcome look like.

* A successful meeting will conclude with the completion of our review and all notable defects captured in notes.

Choose a convenient day and time for meeting.

* This meeting will occur during class time, 4:15 – 5:30pm 9/23/2014

Book the meeting location.

* Location will be WSU East 208.

Decide who must attend to reach the outcome.

* Entire team, Ryan, Lansdon, and the Jason’s S&W.

Prepare the meeting agenda, with time periods for each section or topic of the meeting.

* Meeting agenda as agreed on by team.

Prepare presentation tools, including laptop connections and handouts.

* Ryan will provide Systems Requirements Documentation for review.
* Jason S will provide printed handouts.
* Lansdon will bring laptop for notes.
* Jason W will provide meeting checklist to keep team on course.

Designate a meeting note taker.

* Lansdon will keep the notes.

Determine the total time spend for the meeting.

* This meeting will take a minimum of 45 minutes – maximum of 1 hour.