

Group 5

MEETING AGENDA

Meeting Time: 12:30 PM	Location: LIB 2106, SFU	Date: 14/21/2019
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Meeting called by	Jerry
Kind of Meeting	Progress Meeting 3 Prep + UI Review
Facilitator	Jerry
Note Taker	Jeff
Time Management	Jerry
Attendees:	Keith, Scott, Ryne, Jeffery, Jerry

Topics

Time	Discussion Topic	Presenter	Deadline
12:30 PM	Progress Meeting 3 Prep	All	
1:30 PM	Final Demo Prep	All	

Notes:

MEETING MINUTES

- 1. Progress Meeting 3 ([LINK](#))
 - a. Business Pitch (5mins) **ryne + jerry**
 - i. Slides 1-6 Ryne
 - ii. Slides 7-12 Jerry
 - b. Final Road Map (15min)
 - i.
- 2. Final Demo (15-20 Min)
 - a. Intro motivation + business (**Ryne**)
 - b. Technical Case (**Jerry+Keith HW, Scott SW**)
 - c. Risk/Standards (**Jeff**)
- 3. Update Manual with new UI
- 4. Reference Checklist

Action Items	Person Responsible	Deadline