Date: 3/9/18

Time: 11:30am to 12:30pm EST

Participants:

**Agenda Items**:

1. (5 min) Final decisions on ...
   1. NDA
   2. Colors and effects of no sponsor -
2. (35 min) Check-in chart
   1. (15 min) Directory design
   2. User profile form for editing
   3. Admin form for add user
   4. Awaiting data - have set up an excel template to extract the line names for the table

* Latest report lost in power outage - will work with last saved version to update and post tomorrow

1. (5 min) Last words
   1. Filled out timesheet?

**NOTES:**

* For Tuesday
  + *60% report*
* Sue will look over NDA and let us know any things she sees are off
* Stakeholder management
  + Our project goal is to get an A
  + Given our previous agreement, and our conflict in getting timely responses, we decided to not have a sponsor
  + Ingrid has the option to gift it to IG afterwards
  + But WG4 is not responsible for aligning the project to the exact specifications of the sponsor, only our documentation (given the decisions we make apart from the sponsor
* For presentation
  + Be sure to mention that we started out with a sponsor, but as we went through the process, the timing made us decide to not work with the chapter.

**Table:**

* + Should Iota Gamma members attend our final presentation?

**Check-in Chart**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WHO | *What* | Status | Needs/ Worries | Critiques | Action |
| SUE | *User Profile form* | Working on it | May not look exactly the same format/layout as the wireframe |  |  |
| *Admin form for add user* | Working on it |  |  |  |
| LUIS | *Directory design* | Design is drafted, it has to be coded |  |  |  |
| *Import data* | 60%? |  |  |  |
| Support Peres with algorithm |  |  |  |  |
| PERES | *Save/submit script for update useSavr* | 30% |  |  |  |
| *Confirm script for delete* |  |  |  |  |
| INGRID |  |  |  |  |  |
|  |  |  |  |  |
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