**Meeting Agenda**

**Date:** January 27, 2014

**Time:** 8:00pm

**Location:** Collier Library Basement

**Attendees:** Drew Aaron, Michael Beaver, Clay Boren, Chad Farley,

Andrew Hamilton, and Travis Hunt

**Topics** **and Objectives**

* Propose a list of potential programming languages
  + Identify the pros and cons of each programming language
  + Identify at least one desired language
* Discuss different development lifecycle processes
  + Decide whether or not to follow an agile method or a prescriptive process (e.g., the Waterfall Method)
  + Identify the pros and cons of each lifecycle process
  + Identify at least one desired lifecycle process
* Establish scheduling deadlines for major components of the project
  + Decide whether deadlines are strict or flexible and why they are as such
  + Identify potentially difficult project components that may require significant amounts of time to complete
* Establish preliminary standards and protocols
  + Communication protocols
    - Email expectations
    - Text message expectations
  + Design standards
  + Programming standards
  + Version control protocols
    - GitHub expectations
  + Documentation protocols
* Draft a list of questions to ask the client
  + Determine if any questions from the last meeting need to be followed up
  + Note any issues or concerns that were raised during this meeting that the client may be able to address
  + Prepare proposed programming languages, lifecycle processes, schedules, and standards and protocols for the next client meeting
* Review preliminary GUI mockups, if available
* Set date, time, and location for the next team meeting