Meeting Journal Application

**Requirements:**

1. Keep Track of Who I meet with, When I meet with them, how long, and what the meeting was about.
2. Keep track of upcoming meetings.
3. Keep information on the people I meet with, including basic contact information.
4. Meetings should capture one or more attendees besides the boss (who is assumed).
5. Upcoming meetings should have a place to put notes to discuss.
6. Meetings should have titles.

**Questions:**

1. Are all meetings one on one or are there sometimes multiple invitees? Yes, multiple people can attend
2. Do we need meeting notes about upcoming meetings? Yes
3. Do we need more information about the user (address, additional phone numbers, additional email addresses, etc.)? No
4. Do you want to capture Attending/Maybe Attending/ Declined? No
5. Do you want a meeting title? Yes
6. Do you want to capture where the meeting is going to/did occur? No