# OSMS Development Team Meeting

Date | time 2/22/2018 9:00 AM| Location GCOM Software, Albany NY

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| |  |  | | --- | --- | | Meeting called by | SEARCH | | Type of meeting | Project Kick-off | | Facilitator | Michael Jacobson | | Note taker | Michael Jacobson | |  |  | | Attendees:  SEARCH: Andrew, Mike, Mark  GCOM: Peter, Abid, Shylesh, Mukesh  Innovatio: Edrick  Please read Project documents located on <https://github.com/message-switch/main/tree/master/ProjectDocuments> |

## Agenda Items

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| |  |  |  | | --- | --- | --- | | Topic | Presenter | Time allotted | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Introductions | All | 15 minutes | |  | Project Charter | Mike | 15 minutes | |  | Project Goals/Objectives | Andrew | 1 hour | |  | Demo of message switch products | GCOM | 1.5 hours | |  | **Lunch** | **On own** | **1 hour** | |  | Architecture Discussion | All | 1.5 hours | |  | Initial development needs/tasks | All | 1 hour | |  | Project team member roles/responsibilities | All | 30 hour | |  | Assignments | All | 30 minutes | |

## Other Information

Notes: