

Meetings 2x/week

- Meeting 1 (Notes)
- 5 min presentation (sharp to the point) SHORT AND TO THE POINT
    - Sell an idea to professor and classmates (for UTD)
    - problem
    - how? (benefit)
    - how much will it cost? (dollars / effort)
    - threats and risks? how feasible?
    - team's expertise (sell the team)

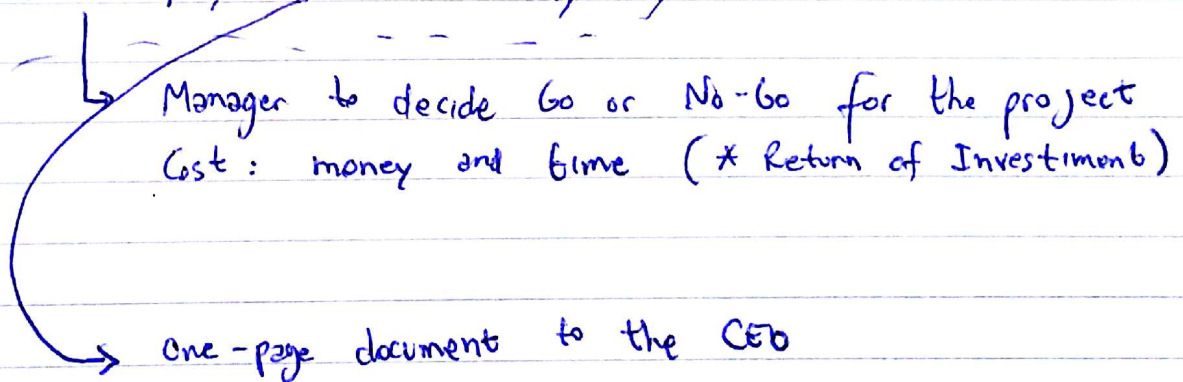
Meeting 2

9/1

## Project Planning and Management Lifecycle

: PLANNING INITIATION

I. feasibility, executive summary, vision



→ Between Marketing - Managing

- \* Every Report: STATUS REPORT
- create Github rep for the team

09/05/16

### Meeting 3 (Notes)

1. Create Github
2. Docs to deliver →
  - a. Executive Summary
  - b. Vision Doc
  - c. Feasibility Report
  - d. Project Plan.
  - e. Meeting Notes
  - f. Status Report
  - g. Questionnaire.