T13Hide Meeting Minutes

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| --- | --- | --- |
| **Location:** Online | **Date:** 2022-01-27 | 8:30am – 10:30am |

|  |  |
| --- | --- |
| **Present** | <Jason>, Elijah, Russel, Melissa, Samuel, Nikhil |
| **Regrets** | N/A |
| **Absent** | N/A |

# Agenda

*-Attendance Taken.*

*-discuss Features List.*

*-Review Needs statement*

*-Work on 1st plan for project plan*

*-prepare for client meeting*

*-work on excel planner*

## Report on Open Action Items

* *Features List has been brainstormed and finalized*
* *Final Needs statement has been chosen*

## Current Business

* + Group has worked on the planner for the project and completed most of it and will finish the rest for the next meeting
  + Discussed possible questions to ask the clients during the meeting and put them in a document
  + Designated who will be the representative of our team for the client meeting
  + Come up with different examples for risk analysis

## Next Scheduled Meeting

* At the next Thursday meeting Russell will preside as chair.
* Floor plan is set to be done next meeting week from the excel planner

# Action Items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Item** | **Responsible** | **Assigned** | **Due** | **Status (date complete)** |
| Brainstorm Features List | Everyone | 2022-01-20 | 2022-01-27 | Completed (2022-01-25) |
| Complete Needs Statement | Everyone | 2022-01-20 | 2022-01-27 | Completed (2022-01-25) |
| Prepare questions for client meeting | Everyone | 2022-1-27 | 2022-1-28 |  |
| Finish excel planner | Everyone | 2022-1-27 | 2022-2-4 |  |

*Note: Entries should stay in the table until completed. Copy incomplete action items from the previous Minutes.*