# Group 1

# Meeting Minutes

January 10, 2013

1. Call to order

Brandon called to order the first meeting for the group meeting.

1. Roll call  
     
   In attendance: Brandon Quigley, Paula McNutt, Megan Moody and Alana Lee.
2. Approval of minutes from last meeting

No previous meeting minutes.

1. New Business
2. Client requires database functionality to implement their forms electronically. Currently using pen and paper to submit forms.
3. Database will require the following functionality: edit, last updated display, monthly report (i.e. number of phone calls, etc).
4. Requires four login accounts so that each representative at the company can log in and enter or retrieve data from the database.
5. A section where PDFs can be uploaded/opened and printed off (potentially out of scope).
6. Open Issues
7. Currently only have one form from one of the four departments at the company. The forms will be what make up the database for each department. Will require the form from all departments to be able to match the required info for the database.
8. Currently do not have any logos for the sections of the site. The site is broken down in to 4 sections; Parenting Journey (we DO have this logo), CHIP (do not have), Social Counseling, Pre-Natal. We also do not have the logo for the company as a whole.
9. No pictures. Will need pictures from the clients. They do want them added to each individual’s sections so that clients will know who they are working with.
10. Not a lot of background information about the company. Not 100% sure what the other departments actually do. Would be good to go out to the building and meet with the individuals. Would be ideal to meet with all of the 4 people who will be using the site.
11. Adjournment

Brandon adjourned the meeting at 2:04 pm.

Minutes submitted by: Brandon Quigley.

Minutes approved by: Paula McNutt.