**Initial Meeting Notes**

**1. Introduction**

* Meeting objectives were clarified.
* Agenda reviewed with all participants.

**2. Project Overview and Client Goals**

* **Client’s Existing System:**
  + Current ISE website is functional but lacks aesthetic appeal and dynamic features.
  + Uses colors to distinguish between prerequisites, corequisites, and subsequent courses.
  + Current capability limited to a 3-semester planning tool; client desires an extension to 8 or 10 semesters.
  + Recognized errors in the existing system that need correction.
* **Desired Improvements:**
  + Increase visual appeal and functionality, ensuring the system is user-friendly and intuitive.
  + Implement error alerts for course scheduling conflicts using colors, sounds, or pop-up messages.
  + Ensure the tool is accessible and functional primarily for undergraduate students, with potential future expansion for graduate students.
  + Accommodate various student types: freshmen with/without credits, transfer students, and Innovation Academy students with limited semester availability.

**3. User Experience Requirements**

* **Undergraduate Focus:**
  + The tool is initially designed exclusively for undergraduate programs.
  + Planning includes regular (Fall and Spring) and limited (Summer) semester offerings.
* **Majors and Departments:**
  + The system will support three majors: Computer Science in both the College of Engineering and the College of Liberal Arts and Sciences, and Digital Arts and Sciences in the College of Engineering.
  + Consideration for a toggle feature to switch between different department requirements.
* **Academic Planning:**
  + The system should allow students to visualize and plan their academic career over 8 to 10 semesters.
  + Credits from previous studies (e.g., AP credits, dual enrollment) should be acknowledged in the system for accurate prerequisite fulfillment.

**4. Communication and Collaboration**

* **Frequency and Mode of Updates:**
  + Bi-weekly updates are agreed upon.
  + Email is established as the primary communication method.
* **Project Timeline and Client Involvement:**
  + Client provided feedback timeline, preferring to review project updates and provide feedback biweekly, with the next review scheduled for the following Tuesday afternoon.

**5. Resources and Documentation**

* **Access to Information:**
  + Client provided links to essential resources:
    - [ISE Schedule Planner 2021-2022](https://www.ise.ufl.edu/schedule-planner-2021-2022/)
    - [Digital Arts and Sciences Degree Requirements (April 2015)](https://www.cise.ufl.edu/wp-content/uploads/2018/07/DASDegreeReqSheetapril2015.pdf)
    - [Computer Science Degree Requirements (CISE - January 2023)](https://www.cise.ufl.edu/wp-content/uploads/2023/02/CSCDegreeReqSheet-Jan2023.pdf)
    - [Computer Science and Engineering Degree Requirements (CISE - January 2023)](https://www.cise.ufl.edu/wp-content/uploads/2023/02/CSEDegreeReqSheet-Jan2023.pdf)
  + Additional data like degree requirements and course offerings for different majors discussed and shared in the chat during the meeting.

**6. Action Items**

* **Personas Development:**
  + The team to develop personas by the weekend and share them with the client for review.
  + Client to provide feedback by Tuesday afternoon.
* **Next Steps:**
  + Schedule follow-up meeting for Tuesday, 2:30 PM, to discuss the storyboard, personas and receive client feedback.

**7. Notes Prepared By**

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