

Meeting Numbers	Meeting Agenda	Start Time	End Time	Date	Duration(Hours)	Participants	Client	Professor
1	Team Introduction Meeting	5:00 PM	6:30 PM	Tuesday, May 19	1.5	All(5 members)	No	No
2	Project Kickoff	10:00 AM	11:00 AM	Thursday, May 21	1	All(5 members)	Yes	No
3	Collaborate Kickoff Meeting with Professor	11:25 AM	11:45 AM	Friday, May 22	0.3	All(5 members)	No	Yes
4	Created Project Charter and Scope	1:00 PM	3:00 PM	Saturday, May 23	2	All(5 members)	No	No
5	Project Charter and Scope	1:00 PM	2:00 PM	Sunday, May 24	1	4 Members	No	No
6	User Requirements	4:00 PM	5:00 PM	Tuesday, May 26	1	All(5 members)	Yes	No
7	Project Design (Stand up)	11:00 PM	11:15 PM	Friday, May 29	0.25	All(5 members)	No	No