Agenda and Minutes-Meeting 1-2011-09-08

Version: 2.0

|  |  |
| --- | --- |
| **Meeting Purpose** | To plan our upcoming agenda |
| **Meeting Objective** | Understand our approach to building the system. Understand how we will interview the client |
| **Date/Time** | Thursday September 8,2011 7:30-8:00 |
| **Location & Contact Info.** | J Atrium |
| **Leader** | Stephen Moser |
| **Facilitator** | Xinxiong Kong |
| **Scribe** | Bowen dong |
| **Other Information** | Trying to figure out our next objective is part of this meeting |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Attendees** | x | **Name**  Enter x in 1st column if present | **Total Sessions Present so Far** |  | x | **Name**  Enter x in 1st column if present | **Total Sessions Present so Far** |
| x | Francis Mikel | 2 |  | x | Stephen Moser | 2 |
| x | Dong Ren | 2 |  | x | Bowen Dong | 2 |
| x | Xinxiong Kong | 2 |  |  |  |  |

| **Agenda & Minutes Discussions** | | | | |
| --- | --- | --- | --- | --- |
| **#** | **Duration** | **Discussion Item** | **Discussion Result** | **Responsible** |
|  | 5 min. | Make second agenda |  | Facilitator |
|  | 10min. | Discuss the upcoming events |  | Facilitator |
|  | 10min. | Came up with questions to ask the client | Gave each member a note card to write down questions to ask the client | All |
|  | 5 min. | Arrange a meeting with client | Brought up the calendar and picked a date to meet with the client | All |
|  | 5 min. | Review this meeting’s action items | Post agenda and note cards | Scribe |
|  | 2 min. | Next meeting date and time | Thursday September 13, 2011 720-815pm J building | All |
|  | 2 min. | Meeting evaluation |  | All |
|  | - | Adjourn |  | Leader |

# Action Items

| **AI #** | **Description** | **Assigned to** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- |
| 001 | Post Agenda | Francis Mikel | 09/08/2011 | complete |
| 002 | Scan note cards | Francis Mikel | 09/08/2011 | complete |