Meeting Minutes – 11/16 4:00pm EGR 102

<u>Attendance</u>
Jesus Garcia
Alex Kahn
Tyler Mitchell
Taylor Walker

Ana Steinmacher

<u>Upcoming Due Dates</u>
Design Review Presentations - 11/21
Requirements Documents Draft - 11/21

<u>Agenda</u>
Task Report
Tech Feasibility Review
Dry Run of Presentation

<u>Minutes</u>
Tech Feasibility
Intro is much better
Note: started talking about TTC too soon, start with why online tutoring is important, then start with TTC
Another comment: diagrams in intro section should be elaborated on

Design Presentation Dry Run
Missing one piece: why is online tutoring important at first slide
Too long: 16 min, should be 10-12
Show current workflow, then have solution overview, then show solution workflow and current
Make sure we focus on a good intro, motivate our problem and why it is important
Update page numbers for submission processes
Add middleman graphic to workflow

On requirements, condense text and talk more about not-implied requirements
Less bullets overall

Project Schedule
Set up expectations for Winter break work requirements

<u>Assigned Tasks</u>
Finish presentation slides by Monday 11/20

<u>Project Decisions</u>

<u>Notes</u>