

Singularity Software

Minutes

September 11, 2011
7:00 - 7:30 p.m.

Tasks completed

1. Established a weekly meeting time: **Sundays, 3:00 p.m.**
2. Decided on team roles for first client meeting:
Alex: Ask questions about users/stakeholders.
Ruben: Ask questions about product overview.
Ethan & Kurtis: Take notes during meeting.
3. Discussed potential languages to consider: C# and Python
4. Decided to establish weekly meeting times with both Mr. Ekl and Jimmy:
Mr. Ekl: Tuesdays, 10th hour (4:20 - 5:10 p.m.)
Jimmy: Mondays, 10th hour
5. Decided to use some project management and version control software, to be determined after language is decided

Assigned tasks

Alex & Ruben: Prepare questions for the **September 12th** meeting with Mr. Ekl.

Kurtis: Prepare agenda for meeting and email to Mr. Ekl and team.

Upcoming meetings

1. **09/12/11 6th hour:** Client meeting with Mr. Ekl in CSSE Conference Room
2. **09/18/11 3:00 p.m.** Team meeting