

Singularity Software

Minutes

September 12, 2011
12:40 - 1:15 p.m.

Tasks completed

1. Established a weekly client meeting time: **Tuesdays, 4:20 p.m.**
2. Solicited information from Mr. Ekl about project (see notes from Ethan)
3. Further discussed potential languages to consider - C# and Python - and found we lacked in opinion.
4. Scheduled next meeting to work on milestone 1 document for **September 13, 7:00 p.m.**
5. Assigned tasks to be completed prior to the next meeting

Assigned tasks

Alex: Users/stakeholders, client background; Schedule recurring team meeting

Ruben: Product overview, features; Schedule recurring meeting with Jimmy

Ethan: Current system, solution constraints; Schedule recurring meeting with Mr. Ekl

Kurtis: Set up final draft document, table of contents

*Email your portion of milestone 1 to Kurtis by **5:00 p.m. on Tuesday, September 13.***

Upcoming meetings

09/13/11 7:00 p.m.: Team meeting to work on Milestone 1 document

09/18/11 3:00 p.m.: Weekly team meeting

09/19/11 4:20 p.m.: Weekly PM meeting

09/20/11 4:20 p.m.: Weekly client meeting