Notes:

* **Introduced ourselves and explained our backgrounds**
  + Xiaoyu Zhou - Computer Science
  + Daria Cook - Software Engineering & Gaming
  + Krystal Elliott - Software Engineering & Project Management
* **Sponsor introduced himself and explained his view of working on these projects**
  + Rather than a person to go to just for reporting, he is thought of as part of the team and is willing to assist us if we need help.
* **Gave an overview of the project**
  + Goal is to create an application that will take in a student’s information and give back information about their academics. We would like to add in information about study abroad, room locations, and other helpful resources as we progress.
* **Sponsor explained his background.**
  + Has experience in high education, as well as several different kinds of engineering (mechanical, electrical, etc).
* **Sponsor asked us questions about the project including our reasons for working on it, our use of the API, and our current server.**
  + Explained that Xiaoyu has already started work on the project with Dr. Su. Krystal and Daria wished to team up with Xiaoyu since they had him in a previous class and noticed the good work ethic. Krystal is interested in learning to work with Watson. Daria is interested in the project because we feel we can contribute quite a bit of information to it, such as study abroad.
  + We are using the API to create the project, not working on the API itself.
  + We currently have a server but it may be a temporary solution and we may resort to spending some of our budget on a better server next semester.
* **Sponsor explained to us the importance of keeping deadlines and not waiting until the last minute.**
  + Asked us to make sure we keep deadlines and to complete sections of the report in time intervals to ensure that we complete the report in time, and in a non-rushed manner.

Action Items:

* **Send copy of report requirements to sponsor**
* **Send project schedule to sponsor**