**Meeting Summary 3/11**

1. **Discussion Agenda**
2. Review Potential Solutions
3. Review User Stories
4. Review Non-functional Requirement Analysis
5. Review Organizational Impact Analysis
6. Sign-off Trello Board
7. Schedule for Sprint Kick-off
8. **Meeting Notes**
9. **MAVDEV Deliverables**

* The following documents are sent out along with this summary:

1. User Stories
2. Non-functional Requirement Analysis
3. Organizational Impact Analysis

* The email title is: MAVDEV Deliverables (as of 3/11)

1. **Potential Solutions**

* We will continue to research more information on each of the top 4 provided solutions
* Our developers (Michael and Ammar) will contact and try to schedule meeting with each company for more comprehensive discussions

1. **Sprint Kick-off**

* Date and time: Wednesday, 03/30/2022 @5PM
* Zoom Invitation is sent out along with this summary
* Feel free to reach out to me (Vivian) if you need more information or have questions about the Sprint Kick-off

1. **Project Tracking**

* Project Tracking (For Meetings and Development)

<https://trello.com/b/r8DXAHG0>

* For Charter Deliverables

<https://trello.com/b/sucG4Wpv>

1. **Next Meeting**

* Time: Tuesday, 3/22 @9:30AM
* Location: Zoom
* Meeting Agenda and Zoom Invitation will be sent out before Monday (03/21)

**SEE YOU AFTER THE BREAK!**