27 October 2016

3:39 Meeting start

3:39 – 3:50

Charter Document Organization

-Ordering each section for how much work each one takes

-Then determine the “points” for each.

-Introduction, Purpose, Overview are going to be done last as they are all about the document rather than the project

3:50 – 4:15

Dividing up tasks

**Assignments**

**9 Zuriel –**Client’s “Business”, Description of the Need, Limiting Conditions)

**7 Michael –** Assumptions and Constraints, Limiting Conditions, Client Identificaion

**7 Chris-** Appendixes, Approvals, Proof Reading

**9 Weldon-** Introduction

**8 Jeremiah-** Factors Associated With Academic Nature of the Project, General Disclaimer, Support Limitations, Ownership of Product

4:15 – 4:31

Assigning points

Introduction Copy Paste - 2

Introduction + Purpose –4

Overview of Contents –3

Client Identification - 2

Client’s “Business” - 3

Description of the Need - 4

Assumptions and Constraints – 5

Limiting Conditions – 4

Factors Associated With Academic Nature of the Project – 2

General Disclaimer – 2

Support Limitations – 2

Ownership of Product – 2

Approvals – 2

Appendix A – 2

Appendix B – 1

Total 10 points.

4:31-4:40

Team Name

Team X

Meeting End 4:41