Meeting I
Date: Nov. 7th
Time: 4pm
Location: Anthony Study Loft

Leader: Luke Kline

Agenda:
- Clarify positions and the responsibilities of each.
- Check progress on website.
  o Have pictures been sent in from each member?
- Requirements progress check – reminder they’re due from everyone by 5pm tomorrow.
- Setup next meeting and next agenda.
  o Establish a regularly weekly meeting time.

Action List:
- Building Website before 5pm tomorrow – Kyle Schmitz
- Collate and print off teams’ requirements lists for class Monday – Luke Kline
- Pictures sent to Kyle by end of the day today – Everyone
- Submit requirements by 5pm tomorrow to D2L and send to Luke – Everyone

Summary:
- Positions were clarified:
  • Project manager – Luke Kline
  • Project Facilitator – Robert Ramirez
  • Domain Expert/Customer Liaison – Aoji Rui
  • Artifacts Manager – Kyle Schmitz
  • Security Manager – Quinton Schwagle
- Kyle had started building the website and was going to work with Quinton after the meeting to finish up the website.
- Next meeting on Monday at 4:30pm in Anthony Study lounge to compile requirements and start first draft of use case diagrams and first draft of domain model
- Established a weekly meeting time of Thursday’s at 4:30 pm.