Meeting Information

Date: 9/2/2009
Start Time: 5:00pm
End Time: 7:00pm
Location: Highland Coffees
Client: Joyce James (UREC)
Group Attendees: Justin Farr, Andy Bursavich, Michael Miceli, Chris Miceli, Will Folse
Client Attendees: Joyce James

Meeting Summary:
  The group had an initial face to face meeting with Joyce and discussed the program in detail that she need the software application created for. We primarily focused on the type on information she was hoping to capture in a database and the type of information she was hoping to extract in reports. The overall focus of this meeting was to get an idea of the business objects for the software application to assist with.

Date: 9/4/2009
Start Time: Morning
End Time: Morning
Location: Pleasant Hall
Client: Joyce James (UREC)
Group Attendees: Andy Bursavich
Client Attendees: Joyce James

Meeting Summary:
  This meeting was a brief drop off of information for the group from the client. This information included binders of old data, CDs of previous participants and other information helpful to create the database for the application.

Date: 9/9/2009
Start Time: 5:30pm
End Time: 6:30pm
Location: Miceli's Apartment
Client: Joyce James (UREC)
Group Attendees: Justin Farr (By Phone), Andy Bursavich, Michael Miceli, Chris Miceli, Will Folse
Client Attendees: None

Meeting Summary:
  The information collected from the client was reviewed and determined that there was sufficient information to create the database at least from a high level. Additional fields could always be added later if new scope is identified. Brief discussions of technologies took place for the project. Design would be a more detailed discussion topic in future meetings.

Date: 9/13/2009
Start Time: 4:30pm
End Time: 4:45pm
Location: Miceli's Apartment
Client: Joyce James (UREC)
Group Attendees: Chris Miceli
Client Attendees: Joyce James

Meeting Summary:
  Joyce collected information that she needed for another project she is working on. She also presented some material that could help design our database.