

Brad Johnston, Carletria Wheeler, Sean O'Connell
Brian Bell, Robert Firth

Meeting Information

Date: 9/4/09

Start Time: 4:00 PM

End Time: 5:30 PM

Location: HOPE Ministries

Client: Janet Simmons

Group Attendees: Brian, Brad, Carletria, Robert, Sean

Client Attendees: Janet Simmons

Meeting Summary: This was the initial meeting between the team and the client. We discussed big picture website concepts. The most prominent topic was website functionality.

Date: 9/9/09

Start Time: 5:00 PM

End Time: 6:30 PM

Location: Coates Hall

Client: Janet Simmons

Group Attendees: Brian, Brad, Carletria, Robert, Sean

Client Attendees: None

Meeting Summary: This was an intrateam meeting to discuss website mockups and initial code status. The preparation for the second meeting with the clients was assigned and discussed. Sean presented his initial ideas for the code structure and data organization concepts.

Date: 9/16/09

Start Time: 4:00 PM

End Time: 5:30 PM

Location: HOPE Ministries

Client: Janet Simmons

Group Attendees: Carletria, Robert, Sean

Client Attendees: Janet Simmons,,,,

Meeting Summary: We presented our initial design goals and UI mockups to the client. Collected feedback from the client representatives, and further explored requirements and functionality in more detail. Learned of new concerns.

Date:

Start Time: 3:00 PM

End Time: 4:30 PM

Location: Coates Hall

Client: Janet Simmons

Group Attendees: Carletria, Robert, Brad, Brian

Client Attendees: None

Meeting Summary: This was another team meeting without a client representative. We discussed the Constant Contact API – a given requirement by the client – and the functionality it would bring. We also discussed and explored our current codebase and developer tools we will be using.