

# Project Meeting Record

## Team \_Softeng16\_

<b>Meeting number:</b>	7
<b>Type of meeting:</b>	Client meeting
<b>Date:</b>	3/30/14
<b>Start time:</b>	5
<b>Duration:</b>	50 minutes
<b>Participant Roles</b>	
<b>Facilitator:</b>	Dai K.
<b>Recorder:</b>	Kayla E.
<b>Timekeeper:</b>	Joey R.
<b>Monitor:</b>	Ben Z.
<b>Participator:</b>	Nick S.
<b>Role:</b>	
<b>Subject/Meeting Objective:</b>	Set requirements for the project.

<b>Meeting Agenda:</b>	1. ( 10 min) Warm-up – Went over questions for client, Young Hall, get an idea for the app. 2. ( 20 min) discussed what we want to see in in the app display. 3. ( min) 4. ( min) 5. ( 10 min) Confirmed what the app interface will look like after coding 6. ( 10 min) Rate and discuss meeting productivity; Set date, time, location, objective, and agenda for <div style="text-align: center;">next meeting</div>
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<b>Member Status:</b>	<b>Ben Zepp:</b>	present
	<b>Kayla Evans:</b>	present
	<b>Dai Kim:</b>	present
	<b>Joey Robbins:</b>	present
	<b>Nick Seamans:</b>	present

<b>Action Items:</b>	<b>Name 1:</b>	
	<b>Name 2:</b>	
	<b>Name 3:</b>	
	<b>Name 4:</b>	
	<b>Name 5:</b>	

<b>Attachments:</b>	<input type="checkbox"/> Summary of Covered Topics <input type="checkbox"/> Summary of Next Steps <input type="checkbox"/> Summary of Decisions <input type="checkbox"/> Items for Future Consideration <input type="checkbox"/> Summary of Conclusions <input type="checkbox"/> Other: _____
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<b>Meeting's Overall Score:</b>	Unproductive    1    2    3    4    5    6    7    8    9 <b>10</b> Productive
<b>Comments:</b>	

<b>Next Meeting:</b>	Date: _4/7/14_____ Time: __5pm_____ Location: __Young Hall_____
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	Subject/Meeting Objective: configure app main menu, look and feel.
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<b><i>Meeting Notes:</i></b>	The app will look simple and be coded in Java.
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