Minutes for project meeting at 3:50pm - 4:20pm on 1/20/03

Attendance:  All were present

1. Reviewed agenda and no alterations were made.

2. Discussed outstanding work
   • Josh informed the team we have been having problems getting weekly reports in on time. They should be e-mailed to Josh Hertz no later than midnight Sunday
   • Quickly reiterated the points in Mark’s e-mail about needing a configuration plan

3. Josh brought up a concern about getting sued in the future related to our project. Mark will get us some disclaimer forms.

4. Mike and Josh are working on use cases
   • Need use cases and a working version of the macros to begin on testing

5. Brent filled us in on the status of the PC we received from the client
   • Can’t modify macros because they are locked and can only find two of the 5 macros
   • PC doesn’t have an F drive. Was supposed to have all the files that would be on the network drive at the hospital.
   • PC is definitely not the same as users would have.
   • Hertz will contact client setting up a meeting on Wednesday to get PC fixed, hopefully leaving with a working PC

6. Mark suggested someone else should run the meeting. Mike volunteered.

7. Meeting adjourned at 4:20