

## Meeting Minutes:

Software Engineering I, Team 8  
Union Hospital Linear Accelerator Project  
Project Meeting, January 13, 2003  
Agenda

**Attendance: All were present.**

1. Review Agenda [1 min]
  - Review and modify the agenda
    - a. **Mark was added to the agenda to discuss our website**
  - Choose someone to take minutes
    - a. **Brett was chosen to take minutes**
2. Discuss Current State of Project [2 min]
  - We have nothing right now.
  - Tried to contact client last week
    - a. **No success...will attempt to contact IT Supervisor**
3. Discuss Requirements [5 min]
  - Mike has written a preliminary requirements document
    - a. **Still really limited in scope of document due to lack of info**
4. Viability of Project [7 min]
  - Discuss Jeff's comment from his weekly report:
    - "We're nearly halfway through the quarter and have done nothing of note yet. Perhaps we should discuss the viability of trying to find a new project."
      - i. **Mark said that if need be we can search for a new project**
  - Do we have enough time for this project?
    - a. **Latest client response date set to 1/20/02 before project is dumped**
  - **Mark Website Discussion**
    - **Mark states that we have the best website of all the groups. Organization makes accessing data very easy however as we get more information from client we need to update website.**
5. Adjourn