

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