

CS 414 Project Meeting
December 9, 2002
Agenda

1. Review agenda [1 min]
 - Make modifications to this agenda
 - Select a secretary for this meeting
 - Select a time keeper for this meeting
2. Introductions [5 min]
 - Get to know one another
 - Each team member should say when they can meet outside of class
3. Time and place for next meeting? [1 min]
 - You must have at least one meeting every Monday when the project supervisor can attend
4. Description of project [5 min]
 - Discussion of project proposal
 - Identify questions to ask client
5. Arranging first meeting with clients [2 min]
 - This meeting must occur this week if at all possible
 - All projects, except for team 8, must include Sonny Kirtley (877 8273, james.kirtley@rose-hulman.edu, G117 Crapo) at this meeting. His organization (IAIT) may end up supporting the product your team creates.
 - All team members should attend the meeting
 - The project supervisor does not need to attend
6. Project process discussion [2 min]
 - Short description of expected deliverables of project
7. Project roles discussion [3 min]
 - Team members may volunteer for roles now or at next meeting
 - Most people will take on multiple roles over the course of the project
8. Review of action items [1 min]
 - Who will arrange the client meeting?
 - When and where will the team next meet?
 - Who will lead the next meeting?
9. Adjourn