

Minutes for group meeting 12-13-02                      4:00pm – 4:45pm

4:00    Introductions

4:03    Discussion of roles

Joshua Hertz suggests each person to investigate roles and finalize roles Monday. Discussion of Configuration Manager. Need website up by Monday. Discussed design of website and weekly reports.

4:10    Group decides to jump to “Peliminary Discussion of Project Plan” section of agenda.

Discussion of current problems with software

- Read description of problems described by client
- Discussed ideas about the problems and the possible solutions to the problems.

Discussion of Additions to current software

- Read Description of possible additions
- Discussed ideas about additions, and what the additions would entail. We could use more clarification as to what the additions would be, exactly

4:21    Discussion of fixing vs. upgrading vs. doing both

Discussed possible approaches to project.

Discussed using Lotus vs. another approach.

Joshua Hertz suggests to post-pone discussion of approach and Job Assignments to Monday. Rest of group agrees.

Need clarification of goals that client has.

4:40    IAN suggested that each person looks over Lotus scripting language for at least one hour, before Monday’s meeting

4:45    Meeting adjourns.