

## Meeting Notes

September 7, 2017

### What was discussed:

#### Member Roles:

Budget: Quinn Reese

Client Contact: Jacob Middleton

Secretary: Alex Rockwell

Documentation and designation: Ruth Park

Reviewers of code: everyone/anyone

Started a Facebook Group: "Project A.R.M." to be used for questions, comments, and any general communication among team members.

### TO DO before next meeting:

1. **All** to come up with questions for our client, Dr. Perry.
2. **All** to be thinking about the goals of our project
3. **Jacob** to reserve a room for our weekly meetings
4. **Jacob** to reach out to Dr. Perry about setting up our client interview (Thursday, 9/14, 2:30 pm, IRIC)
5. **Colton** to bring the device to the meeting if possible

### Agenda for Next Meeting:

Date: September 14, 2017

Time: 2:00 pm

Place: IRIC: Room TBD

1. Sign team contract
2. Prepare for client interview, which will begin at 2:30.
3. Hold client interview - Ask him if he has any questions for us also
4. Go through GitHub
5. Define goals and mission of our project
6. Lay out a high-level agenda – with the intention of revision as we move forward
  - a. Share this so we all have access at all times
7. If time allows, look at the product so far. Begin to better understand the current design.

