

Present:

- Blakely F.
- Delaney F.
- Gabriel H.
- Irven P.

Summary (Main points):

- Finalized
- Team Meetings
- To Do
- Important Dates

Finalized:

- Set-up GitHub & added the following collaborators: (Usernames): (Gabriel)
 - Blakely: (b-frechette)
 - Delaney: (DelaneyFitz)
 - Gabriel: (GabrielHasen)
 - Irven: (iaperez-gomez)
- Set-up a client-meeting with Dr. Maughan (Blakely)
- Set-up a client-meeting with Victor House (Blakely)

Team Meetings:

- Next Meeting: Client Meeting
 - o THURS: 8:00am @ JEB
 - TOPICS:
 - Wireframe idea - Draft
 - Security - Victor's H. Feedback
 - Billing - How to tackle problem.
 - o Meeting Agenda: (Irven P.)

To Do:

- Upload template to GitHub (Blakely)
- Follow up with Bruce regarding the group email (Blakely)
- Meeting with ITS (Information Technology Services)
 - o Questions regarding DUO & Security?
- Product Requirements Document (Due: Sept 26, 2019) (Delaney)

Important Dates:

- Product Requirements Document (Due: Sept 26, 2019)
- Client Interview (Due: Oct 01, 2019)
- Project Schedule for both Fall & Spring (Due: Oct 08, 2019)
- Portfolio (Due: Oct 10, 2019)
- First snapshot (Due: Oct 15, 2019)