Agenda:
   WebEx meeting with sponsor
      Team name final decision
      Go over synopsis
      Approval of Jira
   Submit synopsis
   Work on project plan

Dr. Hawker out 6/17/2014 and 6/19/2014, available via email in the mornings/evenings

3:45 meeting start

4:12 WebEx meeting start
- Team name
  - Lee gets it!
  - Good name
- Synopsis discussion
  - Review Lee's rewrite
    - Shorten Toronto-Dominion to TD
    - Mention potential for supporting future organizations
    - Mention deployment on iOS and Android
    - Discuss basic tour information and reporting
- Jira Evaluation
  - Right fit for process
  - Have license keys now
  - Waiting for an environment to set it up in
  - Unique, very powerful, good administrative tools
  - Supports almost any methodology we choose
  - Lee agrees with this decision
- Team plans for next week
  - Getting a project plan started
  - Look at features from proposal and prioritize based on Lee/Laura's opinion
    - Lee's been giving some thought
    - Might be good to create a matrix, focus on requirements in two dimensions (difficulty+priority level)
    - Get a feel for the architecture while working on smaller features
    - Lee can provide some initial prioritization of project features
  - Architecture evaluation
    - Josh has found some documentation on architecture but it's very bare boned
    - Lee suggests spending some time on reviewing architecture ("maybe an hour"), a lot of things should be easy to figure out by packaging
  - Feature location evaluation
    - See feature spreadsheet for "feature footprints"

- - In terms of prioritization, simpler things better to start with
      - e.g. social media integration pretty straightforward
      - appside features good for getting into the app without worrying about potential integration issues
      - Lee is heavily influenced priority-wise by how discreet individual items are, at least for now while the team adjusts to the learning curve
    - Server may need full rewrite because of how much work is needed on the server side

4:42 WebEx meeting end

Meeting reflections
- Risk
  - server will be very high risk due to potential need for full rewrite
  - relying on 3rd party APIs - what if Twitter/Flickr decide to change something?
- Divide and conquer? Can split up some low hanging fruit so that it gets done while the team works on larger features

Synopsis submission
- Survey completion
  - keywords for searching - BikeTour, 5BBT, TourTrak, Bike NY
  - waiting on URL link from Kurt to finish submission

Twitter API info
- twitter account https://twitter.com/twitterapi is used to announce upcoming changes to the API, can also follow the Twitter API blog
- updates about 2-3 times a month
  - most updates only add functionality
  - last update to make changes that could impact development was April 7th
- Will need to keep track of API updates over the course of the project in case they impact our development so that we can stay on top of the risk from using a 3rd party API

Skeleton Agenda for 6/17/2014
>Work on deliverables for week 3
>>Project plan
>>Process methodology
>>Product/process metrics
>Work on requirements
>Setup source code on local machines (individual)

6:00 meeting end