Meeting Minutes
6/3/14

1. Synopsis is almost like a vision & scope document
2. Need to get in here before 4 on Thursday June 5 to set up everything for the sponsor
3. Set up roles
4. Primary contact with the sponsor - using a telephone?
5. Share agenda with the sponsor.
6. Project introduction in the Kick-off agenda (Have the sponsor introduce the project)
   a. We can find out the history of the project (Whether or not this was all RIT students work)
   b. Find discrepancies in the proposal and what they are saying.
   c. TourTrak hosted on github
7. Team talked about availability
   a.