I. Introductory Information

A. Date: Tuesday, May 10, 2005  
   Time: 6:00 PM – 6:45 PM  
   Place: SE Team Room

B. Attendees
   Kristy Rozanski       Kristina.Rozanski@gmail.com
   Jessica Linendoll     Jessica.Linendoll@gmail.com
   Tim Lund              tim.lund@mail.rit.edu
   Dave Kerstanski       djk9149@rit.edu
   Dan Lovette           dwl2239@rit.edu

C. Meeting Objective
   The objective of the meeting is to discuss status goals for this week and next.

D. Member Roles
   Leader: Kristy
   Recorder: Kristy

II. Discussion & Decision Making Outcomes

A. Status Report
   Discussion Leader: Kristy
   Time: 5 min

   Refer to the weekly status report on the team website.

B. This Week
   Discussion Leader: Kristy
   Time: 5 min

   Conference Paper: Final Draft – Friday May 13
   Final Presentation: Wednesday May 11
   Executive Presentation: Friday May 13, 2 PM setup, 3 PM presentation
   Print Range Issue – Tim will fix this & have it included in the final release of deliverables (Wednesday May 18)
C. Next Week
Discussion Leader: Kristy
Time: 5 min

- Project Wrap-up Discussion: Tuesday May 17, 10 AM – 12 PM
- Cleanup Deliverables: Monday May 16
- Design Document Update: Monday May 16
- Re-run Test Cases: Monday May 16

D. Final Presentation
Discussion Leader: Tim
Time: 15 min

- Team put together what went well and what didn’t
- Requirements developed
- Design stuff…
- Kristy & Tim will finish presentation and present everything tomorrow

E. Conference Paper
Discussion Leader: Tim
Time: 10 min

- Track changes and email back to Tim. Have final draft complete and to Vallino by Friday May 13.

III. Action Items

A. Post Status Report on Web
People Responsible: Kristy
Completion Date: 5/11/05

Additional notes on action item:

B. Final Presentation
People Responsible: All
Completion Date: 5/11/05

Additional notes on action item:

C. Final Draft of Conference Paper
People Responsible: All
Completion Date: 5/13/05

Additional notes on action item:

Send to Vallino for review.