I. Introductory Information

A. Date:  Wednesday, December 08, 2004  
   Time:  12:00PM –1:30PM  
   Place:  SE Lab

B. Attendees
Kristy Rozanski    Kristina.Rozanski@gmail.com
Tim Lund       tim.lund@mail.rit.edu
Jessica Linendoll  jal9955@rit.edu
Dave Kerstanski  djk9149@rit.edu

C. Meeting Objective
The primary objective of the meeting is to work on the project synopsis to be approved by Vallino and ALSTOM. There will also be a brief discussion on Tim’s metrics ideas and the website.

D. Member Roles
Leader: Kristy
Recorder: Kristy
Timekeeper: -

II. Discussion & Decision Making Outcomes

A. Project Synopsis
Discussion Leader: Kristy  
Decisions made:

Initial 2-paragraph draft completed. It is only a brief description of the company and the proposed project for the website.

B. Metrics
Discussion Leader: Tim  
Decisions made:

Tim showed the excel spreadsheet for tracking time spent.

* Also mark down time spent last week!
C. Website Review
Discussion Leader: Kristy
Decisions made:

Put contact information as a link on the left hand side.
Put all other sections as links (items in meeting minutes on 12/03)
Home can have some sort of team icon, and the project synopsis.

III. Action Items

A. Get Project Synopsis Approved
People Responsible: Kristy
Completion Date: 12/09

Additional notes on action item:
Once Vallino approves, send it to Pete Hart to review it and give input during tomorrow’s tour.

B. Meeting Tomorrow?!
People Responsible: Kristy
Completion Date: this evening!

Additional notes on action item:
Jess actually has class 12-2. Check in people’s availability if we can meet 10-12 instead.

C. Team Account ready? Place website in team account.
People Responsible: Kristy & Dan
Completion Date: Friday, 12/10

Additional notes on action item:
Kristy – get team account username & password from Kurt.
Dan – make changes to website (see above) and place website in team account by Friday!

D. Additional Action Items (TBD)

None.
IV. Process Discussion

A. Process Changes?

None.