

Meeting 10/22/13

General Meeting:

- Kim has a meeting Thursday 10/24 to go over what steps we need to take to mitigate liability for changing schedules.
- We need to give Apache Config to ITS before Dev is fully setup.
- As a team we need to give ourselves an honest assessment for next Tuesday.

Midterm Evaluation:

- We need to make sure we give ITS documents 48 hours in advance.
- As a standing agenda go over our calendar and risks each meeting.
- There is a 3 week window between when we request and have access to a Test and Production server. We have a scheduled date of November 15th to start the process of getting those servers.
- We may want to switch methodologies for Release 2 & 3. Since requirements are not as concrete.
- November 8th we should have development server fully setup.
- We need to figure out a URL for our application.

Post Meeting Action Items

Action Items	Assigned to	Deadline
Give Apache Config to ITS	SE Team	
Setup Server from Wiki	SE Team	
Give assessment of ourselves	SE Team	10/29/13
Give ITS a URL for our app	SE Team	
Have Development server fully setup	SE Team	11/8/13