| **Minutes of Meeting** | | |
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| **Project:** Facets | | |
| **Location:** Jitters Restaurant | **Date:** 06-17-2010 | **Time:** 4-6pm |
| **Attendees:**   1. Victor Calderon 2. Ryan Chadwick 3. Mark Gatesman 4. Arnold King 5. Robert Van Tyne | | |

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| Open Issues |
| 1. Database account information needs to be found 2. Should the teasers be visible in their own window? |

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| Agenda |
| 1. Discuss current project state 2. Session management requirement gathering 3. Brainstorming app requirement gathering 4. Open Discussion 5. Assign work for next meeting |

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| Action Items |
| 1. Finish requirements SRS document 2. Email requirements to project sponsor 3. Create risk management document 4. Create template for minutes 5. Create template for weekly status reports 6. Create template for project plan |

| **Minutes of Meeting** | | |
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| **Project:** Facets | | |
| **Location:** RIT | **Date:** 06-14-2010 | **Time:** 4-6pm |
| **Attendees:**   1. Victor Calderon 2. Ryan Chadwick 3. Mark Gatesman 4. Arnold King 5. Robert Van Tyne 6. Bryan Sullivan | | |

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| Open Issues |
| 1. Database account information needs to be found 2. Should moderator see who creates nodes? 3. Can you import from an open session? 4. Should the system be able to display/email non-editable versions (.csv, pdf, jpg) 5. Finalize requirements |

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| Agenda |
| 1. Work on completing the requirements for the Brainstorm tool 2. Walk through prototypes 3. Open discussion about prototypes 4. Discuss work to be done for next time. |

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| Action Items |
| 1. Work on SRS doc 2. Finalize Requirements 3. Email sponsor requirements to review 4. Work on Risk document 5. Work on Project Plan document. 6. Update website 7. Start creating working prototypes |

| **Minutes of Meeting** | | |
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| **Project:** Facets | | |
| **Location:** RIT | **Date:** 06-24-2010 | **Time:** 4-6pm |
| **Attendees:**   1. Victor Calderon 2. Ryan Chadwick 3. Mark Gatesman 4. Arnold King 5. Robert Van Tyne 6. Ed Hensel 7. Stephanie Ludi | | |

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| Open Issues |
| 1. Prof. Ludi might have high level class diagrams of the tools from a previous group. 2. Finalize documents |

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| Agenda |
| 1. Review requirements with sponsor 2. Review prototypes with sponsor 3. Open discussion on any ideas to finalize requirements/initial prototypes |

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| Action Items |
| 1. Work on completing documents(Risk Management, SRS, Project Plan) 2. Start getting familiar with the Android dev environment. |