**Agenda**

1. Introductions
   1. Students - besides general introduction, maybe something about your co-op experiences and why the project interests you
   2. Coach
   3. Sponsor
2. Project introduction - this will probably be the major part of the kick-off meeting
3. Additional team questions about the project
4. Resources needed from sponsor, if any are known at this point
5. Mechanism and responsible personnel for communication between sponsor and team
6. Confirm meeting day, time, place, communication technology, if not face-to-face, for remaining meetings

**Questions:**

1. **Users**
   1. **How many classes of users are there? (e.g. Survey takers, data viewers, admins, etc.)**

A: kiosk - what is the function? may require some administrative ???? If they are wearing an RFD tracker then you need an infrastructure to track them.

1. **Kiosk**
   1. **What hardware will be provided? What kind of computer is the front desk kiosk? Will the front desk kiosk computer also act as the server?**
   2. **Who uses the Kiosk?**
   3. **What does this Kiosk do?**
   4. **Is the kiosk a touch screen?**

A: Give museum goer at start of visit “think about these” then they would go to a kiosk at the end and they would score exhibits. Heres exhibit a,b,c,d, rate them on a score of 1-5, then get demographic data.

Wants kiosk AND phone. Not everyone wants to download an app or can download the app. Creating an app is gravy on top of it.

Webbased - probably the way to go since mobile app development would have to be split between android, iphone,...

Are there existing hardware that we need to be compatible with? any hardware provided?

they dont know the hardware yet.

This would have to run on a home server that can run off of a desktop. Some sort of windows machine without a lot of horsepower. Either windows 7 or windows 8. definitely windows based. **This is set up by someone that is non technical. Everything from an installation on down.**

Should the system be highly configurable? Some flexibility in the type of data would be nice but its best to get the core information.

They need to ask the museum guys what questions, and which capabilities.

1. **How would you like an end user to be able to view the data collected?**

A: This should have a front end where the data can be viewed. Heres the questions, heres the ranks, heres the average, min, max. In a nice format. Mailing list would be a csv dump, age. demographic info. Gather metrics for numeric questions (other than age). We can decide how to view the data. \*\***MAKE IT EASY TO USE\*\***

Export data as jpeg report. Look at raw data? dump as raw csv.

Are reports mobile friendly? no, they will have laptops there. no phone, but a standard size tablet. mostly used on a computer.

1. **How will smart phone users interact with the application?** 
   1. **Do survey takers have to be connected to the museum wifi to take the survey?**
   2. **How many people can connect to this at the same time? Is there a limit? Is there a minimum concurrent users we must support?**

A: museum goers connect to museum wifi? Equipment will be hooked to wifi but not internet.

Web apps would not be accessible outside of the museum. This is part of the requirement, dont have these surveys accessible on godaddy.

how do you connect through phone? connect to wifi, then punch in ip address to pull up the page. this is where QR codes can get around that.

throughput? max number of users? no firm answer. the museum is small. 50-100 people probably. the museum used to be an old garage

1. **Surveys**
   1. **How frequently will these surveys be modified?**
   2. **What questions will be on the survey**
   3. **Do questions vary by exhibit**

A: revisiting this later after talking to the museum staff.

The ability to modify questions from a user standpoint is important.

Any preference on type of question storage, modification. An interface with the app would be the preferred method.

museum staff - nontechy people, painters

1. **Do we have to host it on an open repository website since this is an open source project?**

A: no preference, doesn't want this to be proprietary in any way. they arent going to sell it, it is just a goodwill project to a non profit org.

Any preference to where the code is stored? github? he wants access to the source code though. dvd works, or online repo.

1. **Could reading a QR Code rely on the user having a 3rd party app to do so?**

A: yeah, just use a plugin, or a 3rd party app, dont want to recreate the wheel

1. **What types of user tracking systems already exist? other applications? Are there any other applications that we need to interface with?**

A: nope, nothing so far. Maybe a mailing list that can somehow get dumped to a file. these use 3rd party software to get the mailing list?

1. **Are there any security requirements besides the obvious (sql injections, CSRF)?**
   1. **any firewalls? do they have admin privileges?**

A: a lot of this is considered personal information, so try to protect it. Next week we will have more info.

1. **“The MES shall be easy and quick to use at any exhibit.” What is easy and quick?**

A: Nothing definite, no good metrics or numbers for measurement. minimal number of clicks, minimum number of places for user input. we can think of our own metrics. try taking it home to our grandparents to use.

1. **Are exhibits currently uniquely identified?**
   1. how many about?

A: each one has a name, definitely not numbered. dont know naming scheme. e.g. electricity exhibit, grocery store, coffee shop? (lockheed has an exhibit, any other companies that sponsor the exhibit). about 30 exhibits, maybe up to 60

**Meeting Notes**

* **They are trying to set up an electronic system to better capture customer input**
* **Need demographic info**
  + **gender**
  + **age**
* **Kiosk is like a tablet on a stand that museum goers interact with**
* **android/apple app**
* **3rd party apps (mailing lists) is a lower priority than data capture**
* **Ongoing arch meeting logistics**
  + **need note capturer, send notes to paul after**
  + **in the body of email, put in actions for him to do**
* **Maybe have a map of the exhibits, touch to select the exhibit to rate.**
* **exhibits come and go. they will knock down walls**
* **Send an agenda 1 day in advanced, with questions**
* **he will answer emails at night if he is backlogged, but will mostly do it during the day**
* **agenda should be detailed, with progress, questions, …**
* **He likes wireframes, mockups**
* **agile process is OK, but usually requirements are defined first for the first semester and then a more agile approach for the second semester.**
* **communication - he wants each team member to present what they work on just so they know who is doing what.**
* **send copy of resume at some point**
* **he wants some sort of cheat sheet with our pictures on them**
* **Next meeting will be wednesday 4-5pm**

**Things we need from P. Mitten**

* **Find out if there are any IT people or who manages the network or wifi at the museum.**
* **Find out if there is any existing hardware. Specs and operating systems would be nice.**
  + **Account privileges on these computers, do they have admin access?**
  + **Are there any firewalls in place? Port limitations or any others would be nice to know.**
* **Ask what naming convention is used for the exhibits. Does each exhibit have a unique name? Are there any other unique identifiers (like a number)?**