Meeting 9/24/13

ITS read through the current draft of our project plan and liked what we had. The only addition was to the metrics section. They want the web application to use Google analytics. During the meeting it was suggested by our coach that we add a formal risks table with calculated risk exposure to the project plan. As we progress through the project we should add and remove items from this table. Next week we will have a requirements document for everyone to read through posted on the website.

Post Meeting Action Items

Action Items	Assigned to	Deadline
Development server ready for us to use	ITS	10/01/13
Request a VM for Jira access	SE Team	
Google Analytics account	ITS	
Requirements Document Draft	SE Team	10/01/13
Update Project plan	SE Team	10/01/13
How much are we liable for?	ITS	