| **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 Vantyne
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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
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