

Agenda

1. Establish weekly meeting time and client meeting for this week.

Weekly meetings: Tuesdays 5:00-6:00pm

1st Client meeting: Friday 9/15/06 1:00pm

Attending: Amanda Danko
Kevin Johnson
Kelly Morgan

2. Assign office/position titles.

Team Leader – Kelly Morgan
Webmaster – Mark Riley
Systems Administrator – Kevin Johnson
Information Manager – Amanda Danko
Project Engineer – Ian Kost

3. Come up with team name.

MAJIK Resource Management

4. Discuss documents due Monday 9/18/2006.

<u>Section</u>	<u>Assigned to</u>
1.1 – 1.7	Kevin Johnson
1.8 - 2.1	Amanda Danko
2.2 – 2.11	Mark Riley
Glossary	Amanda Danko
Gantt Chart	Ian Kost

5. Discuss project, etc.

Design and develop an information system that will facilitate the storage and retrieval of all hardware, software, and data-communications devices in the School of Science.