Team Meeting #2
Finishing the Software Plan//Presentation

Members Present: 5/5
Colin Cubinski
Daniel Nahkla
Matthew Restivo
James Rocco
Justin Valentini

Date: September 18th, 2006
Start Time: 9:00PM
Location: Roger Bacon—Software Engineering Lab

1) The first part of the meeting consisted of reading through our scrap copy of the Software Plan, and deciding what to keep and what to edit/replace. We spent a good deal of the meeting fixing mistakes and adding in information that we felt was important and/or missing from the scrap copy. We also discussed tactics for the presentation, and we should have a test run of the Power Point presentation in the class room.

2) Next we came up with ideas for the power point slides, and put them together, using key information from class and from our Software Plan. Once the meeting was finished, we decided to go down to the classroom and play with the projector and lights.

3) We also all got familiarized with Microsoft Presentation, and how to create a Gantt chart. We drafted the copy that would be used in the Software Plan.

End Time: 10:00PM