I. What is the communication media of this meeting?
   1. In-person (face-to-face)
   2. Skype (with Dr. Mayer)
   3. Conference call
   4. Others ________________

II. How long was this meeting?
   Approximately 1 hour

III. What stage of the development process are you at?
   1. Gathering app requirements
   2. Delineate potential app users
   3. Determine tasks to perform on app
   4. Determine users’ needs
   5. Delineate usability issues
   6. Prototype design
   7. Refinement of design
   8. Coding
   9. Implement app
   10. Design usability test
   11. Analyze usability test results

IV. Important Points during Meeting
   1) We will be working with the existing senior design project and incorporating the two projects.
   2) The app will need to be in Spanish.
   3) There are some features that would be nice to include if time allotted such as sign up, push notifications and survey (poll) questions.
   4) We will try to use google hangouts so everyone call video chat.