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 created the paper prototype
2) We created the powerpoint, Monica will finish putting the scans into the presentation
3) Our presentation is first on Wednesday
4) We will meet Tuesday to run through the presentation