

Meeting Minutes

**Meet 1 May 19th**

Here is a summary of what was discussed during our team meeting on Friday, 5/19/17.

* Project manager: Dawn Bissell
* Team meetings: Wednesdays @8 pm via Business Skype
* Work schedule: complete assignments a week ahead
* Documents: One Drive via the link Tom set up

Our project topic will focus on the implementation of VoIP in a small company. It is based off of the the VoIP example that was provided with a few minor tweaks. Tom will email us the revised proposal concept tomorrow.

For our next meet, we will start dividing the workload and select our team name/logo.

Have a good night,

Dawn

**Meet 2 May 24th**

Here's is a summary of what was covered in our team meeting:

-Team name: VoIP Solutions, Inc.

-Team logo: Michael will work on

-Shared calendar: Office 365 Calendar, Tom will set up. It will include major due dates and "our due dates" for working ahead

For the Vision and Scope assignment, it is located in Onedrive and the division of labor is as follows:

-Section 1,2: Michael

-3,4: Tom

-5,6: Dawn

-7: divided among each other

The final edit and read through of the draft will be completed by Dawn.

Have a good week everyone,

Dawn

**Meet 3 (cancelled) May 31st**

I hope everyone had a good holiday. I was planning on holding a short meeting tonight so we can go ahead and cancel it. Let's keep working on the Vision and Scope document and plan on having it completed by Sunday, June 4th.

Other things I want to cover:

* White paper drafts are due June 25th
* Citations reminder
* VoIP client

We need to select individual topics related to our project. Brainstorm a  couple you would like to write about then next week we will make sure we each have our own unique topic.

Reminder: we need at least 8 citations for our Vision/Scope with @ least 1 being peer reviewed and @ least 3 being from a trade journal or magazine.

Lastly, do we know which client we are going to use for the VoIP? Do you have any suggestions, Tom?

Cordially,

Dawn

**Meet 4 June 7th**

Questions from tonight:

* Topics for white papers
* Is a budget of 10k enough, Tom? Is that way to small?
* List of skills/attributes to be put in section 5.2

Meeting to review draft Sat. 6/10 @9pm.

I was thinking about doing my paper on how VoIP will affect IoT in the future, such as smart home devices or factory machines.

Have a good night,

Dawn

**Meet 5 June 14th**

1.  Peer reviews need to be completed by Sunday, June 18th. We each have to review 4 documents.

2.White paper topics need to be selected and posted to the DB.

* *Once you have your team leader's approval, go to the****Discuss****topic area "White Paper Topics." In no more than two paragraphs, persuasively present your argument for why this white paper will advance or contribute to the team's project. Include an annotated bibliography demonstrating appropriate resources to support your paper. Your instructor will reply to the BB post as to whether your proposal is approved or not. Please do not proceed until you have received this approval.*

**Topics selected**

Michael:

"I was thinking of doing mine on the security aspects of adding a VoIP system to a current infrastructure and the precautions and implementations that need to be made to protect the data from the voice"

Dawn:

"I'm going to look into how VoIP can be used for IoT. I saw that it is going to be used to connect all the devices. I am going to try and link it to our project by talking about upgrading the machines in the future to be IoT."

Our next meeting will be at 8 pm next Wednesday.

Hope everyone has a good week,

Dawn

**Meet 6 June 28th**

Since we did not hold a meet tonight, here is what I wanted to bring up.

1. White Draft Peer Reviews are due this Sunday
2. Checkpoint post starts this week. The first post to the DB is due on Thursday then your responses to other people are due by Sunday.
3. I would like to start on the Final Report Draft. Take a look at the template and see what sections you want dibs on.

For the Final Draft, I think we need to include stuff we mentioned in the Vision and Scope. Some examples are:

* Blueprint of building
* Network design
* Layout of wiring to install

Let me know what you guys think.

The next meet will be held on W July 5th @8pm. We will go over each other's checkpoint DBs and start on the Final Report.

Cordially,

Dawn

**Meet 7 July 5th**

Tom: warehouse blueprint

A VM needs to be created to host the FreePBX. Each of us need to work on the VM and we will meet again on July 7th.

**Meet 8 July 7th**

Tonight we reviewed the content of the "game plan" I sent out eariler today (see link below).

Breakdown of work:

Tom: Admin/security section

Dawn: MIS section

Michael: Network section

Tom will get floor plans that match our V/S.

Let's try to get as much of the above artifacts done before our next meet. That way we can start to break down the workload for the summaries on W.

Next meet is W 7/12 @8pm.

-Dawn

**Meet 9 July 12th**

The main theme of the evening was to keep on working on the assigned artifacts and corresponding summaries.

Sections:

Tom: Admin section/security

Dawn: MIS, first section (mostly from V/S)

Michael: Network and employability.

Each of us will do the summary for our section in the Final report. Also, we need to summarize how our whitepaper will be good for the future of the company.

Here is the link for how to site your own appendix in a paper

Lastly, our presentation is scheduled for  8/2 @8pm

Have a good night,

Dawn