Ronald McDonald House Charities of Central Indiana
Butler University
EPICS Project Iteration #1
21 September 2016

<center>Requirements Gathering Meeting</center>

Details:
- Date: 09/21/2016
- Time: 2:30 P.M. - 3:30 P.M.
- Location: The Ronald McDonald House at 435 Limestone Street, Indianapolis, IN 46202
- Purpose: Requirements gathering and planning

Agenda:
1. Take a tour of the facility
2. Discuss current technology used for scheduling meals, service, etc.
3. Discuss who manages the technology and how it will be managed after we're done
    1. Discuss the staff's current technical aptitude
   b. Discuss the goals for the project (long-term and short-term) and wants/needs
   c. Discuss the list of requirements (prioritized needs/wants for the project)
        1. Design of the website/software
        2. Functionality - what does the website need to do?
        3. How to manage the server (server costs)
        4. Who will be using the website?
   b. Discuss the most common problems faced with the current system, technological or not
   c. Discuss frequency of updates. How often do you want to be in contact with the team?
   d. Q&A
   e. Miscellaneous topics
   f. Potential survey opportunity for further improvement of the website