

- What...
  - ... exactly do we need to do?
  - ... do we need to know about Linux or Ubuntu to do this project well?
    - ... virtual machines?
    - ... MySQL?
    - ... PHP?
  - ... is our first priority to tackle?
  - ... format should we use for writing up the installation/setup documentation?
- Why...
  - ... is the current website environment insufficient/unsatisfactory?
- When...
  - ... is the deadline for this project?
  - ... are some future dates we could come to WFYI to work?
    - Does the Thursday schedule work in the future or should we consider other options?
- Where...
  - ... will we be meeting if the Thursday schedule doesn't work for us?
- Who...
  - ... else will we be working with on this, if applicable?

**What** is needed, **Why** is it needed, **Where** will it be running/used, **When** does it need to be completed and **Who** will be using the system

Notes:

- Build the platform
  - Requirements of new patches
    - Most time
  - Install linux, apache, php
  - Migrate website files
  - Become familiar with virtualbox by oracle
  - Download from ubuntu
  - Fewer middlemen between ubuntu and software we're installing
  - Start with default environment
  - Use package manager
  - We have default repositories
  - Google things
    - App get

- Man pages to verify
- File archive for website code will be given to us by Chris
  - Will also share SQL dump
- Function testing
  - Navigate website
  - Make sure nothing is weird
  - Search functionality
  - Etc
- Upgrade guides for php 7.1 versus 5.6
  - Add code comments if we find deprecated or removed code features
- October to set up environment and documentation
- November testing
- December refining
- Documentation
  - Detailed
  - Step by step
  - Digital ocean help resource
  - For IT only
  - No necessary style guide
  - List of defects
    - Reproducibility
    - Priority
- Automated php code analyzers?
- Code Linter?
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