1: Roles, Responsibilities, Skills, and Interview Preparation

Responses to these questions should be sent by : ______________________

1. Meetings
    a. What time will be used for weekly meetings with the mentor:

    b. What time will be used for weekly meetings with just the team:

    c. What times are available for weekly meetings with the client:

2. Skills Assessment
    a. Based on the project description or the client's description, what types of skills may be needed? (Database expertise, Java, C#, HTML, ASP, etc.)

    b. For each team member, which of the skills do they have?

    c. Are there any skills that the team may need to develop?
    If so, where and how will the team develop the appropriate skills?

3. Roles:
    a. Who will be responsible for communication with the client?

    b. Who will be responsible for scheduling (presentations, client meetings, additional meetings with the mentor or other faculty)

    c. Who will take notes during meetings (with the team, client, or mentor)?

    d. Who will be developers (developers are in charge of code documentation)?

    e. Who will be in charge of manuals (user manuals, deployment manuals, etc.)?

    f. How will the team make decisions? What if there is disagreement?

4. Infrastructure
    a. Where and how will you store/share code and other artifacts?

    b. How will the team members communicate?

5. At your next meeting we will do a practice client interview. You should be prepared to have a discussion with the client that will prepare you to develop a product that solves their needs:
    a. Does your client have technical expertise?

    b. What questions will you ask to identify the requirements of the project?

    c. How will you start the interview?

    d. How will you know when to end the interview?

    e. What will you say to the client at the end of the interview?

6. Write an email, suitable to send to the client, to set up an initial meeting. (Do not contact the client yet, but prepare the message you would e-mail them).