

## Meeting Minutes

July 8, 1999

TO: Keith Seong  
FROM: Scott Seong  
RE: Status Discussion

A meeting was held on 7/7/99 to discuss progress of the 1HourCleaners.com business. The following summarizes the minutes:

- ❖ It has been decided that we hold a weekly meeting to summarize the weekly progress. Tentatively, the meetings were scheduled for every Saturday at 8PM. In the event this schedule cannot be kept, a request shall be made to reschedule the meeting. This is only way we can motivate ourselves to keep our promises.
- ❖ Scott Seong took the responsibility to design the logo. The draft LOGO was created as above. It may be necessary to refine our logo to represent our business pictorially.
- ❖ The software platform was defined. The following software packages will (likely) be used to develop our web site(s).
  - ✓ Windows NT 4.0 (Optionally, Linux will also be used if need arises) ((KS))
  - ✓ Apache HTTP Server v1.3 – Windows NT version (Downloadable from <http://www.apache.org>) ((SS)) Note: Apache requires TCP/IP, but none of our machines have NIC card in them. To alleviate this problem, the MS loopback protocol will be used to fake the development machines. There are two newsgroups that are dedicated for discussing apache software, and they are: [comp.infosystems.www.servers.unix](http://comp.infosystems.www.servers.unix) and [comp.infosystems.www.servers.ms-windows](http://comp.infosystems.www.servers.ms-windows).
  - ✓ SQL Server v7.0 ((KS/SS))
  - ✓ Visual Basic/ Active-X ((KS))
  - ✓ JavaScript ((SS))
  - ✓ CGI – Perl Scripting, ASP ((SS))
  - ✓ Issue Tracking System – to be designed by Keith Seong (perhaps with MS Access) ((KS))
  - ✓ FrontPage 98 ((KS/SS))

The initials next to the software denote responsible person(s). KS- Keith Seong, SS- Scott Seong

- ❖ Since both of us are new to webmastering duties, a month will be spent to analyze (and rebuild) FedEx site (<http://www.fedex.com>) as a tutorial. At the same time, Customer Requirements will be developed. ((KS/SS)) Due on 8/8/99.
- ❖ KS will research leased line requirements, features/options/prices. Currently, the following three leased-line (or dial-up) options are considered:
  - ✓ ISDN BRI (Ameritech)
  - ✓ CableModem (TCI/MediaOne)
  - ✓ xDSL particularly ADSL (Flashcom.com)

KS will provide the details on 7/10/99.

- ❖ E-mail will be primarily used to exchange written documents. Since email systems are vulnerable to failure, a backup email account shall be created.
  - ✓ ((KS)) [kseong@hotmail.com](mailto:kseong@hotmail.com), \_\_\_\_\_@netzero.net
  - ✓ ((SS)) [bbosik@hotmail.com](mailto:bbosik@hotmail.com), [simba0@netzero.net](mailto:simba0@netzero.net)

END\*