To: Team
From: Scott Seong
Date: September 20, 2000
Subject: (9/18/00) Meeting Minutes

A meeting was held to discuss agenda items distributed on 9/18. Won was unable to attend the meeting due to schedule conflict, and therefore much of the discussions were concluded without resolution. Since we put off our initial gathering for so long, I have decided to hold a meeting without having everyone present. The next meeting is scheduled for Saturday, 9/23/00 at 3:00pm at my home again. Here is the summary of minutes:

1. Partnership contract – We have volunteered Won to complete this task. The deadline for completing this paper is 9/30/00. It will take an additional week to review and finalize the document.

2. Office Rental – Everyone presented at the meeting agreed that we need an office. However, nothing has been decided due to Won not being present.

3. Individual Responsibilities:

   3.1 Treasury – I volunteered Won to do this job. (That's a penalty for not making to the meeting, … ☺) Actually, I find Won to be a perfect candidate for this job as he spent nearly a decade doing treasury work for New Friends Church. (That's another penalty for doing the job so well, ☺)
   3.2 Sales and marketing – We have to prepare two documents in this area, (1) system requirements capturing customer needs, and (2) business plan describing our business. Scott Seong will develop both of these documents by mid November. The deadline is somewhat dependent on our ability to quickly decide on our business and its model. Team input is required to complete final business plan.
   3.3 Development – Sangki will draft a development plan describing an overall organization of proposed web site and the approach we will take to effectively create a development environment. The targeted date for completing this task is 11/3/00. Also, we have decided that Sangki to work on server side since he is already familiar with visual basic and visual studio environment.
   3.4 Validation – Keith will put together a test procedure detailing the validation strategy. Since test procedures cannot be completed without the system requirements, the due date for completing this task is tentatively set for 12/31/00.
   3.5 Team Leader – Discussion deferred until everyone is available.

4. Business – Keith suggested that everyone bring at least one business idea at the October meeting (tentatively schedule for 10/6/00). The goal to complete this task is by 10/14/00.

5. Branding – Sangki volunteered to research cost and method of trademarking company, logo, and slogan.