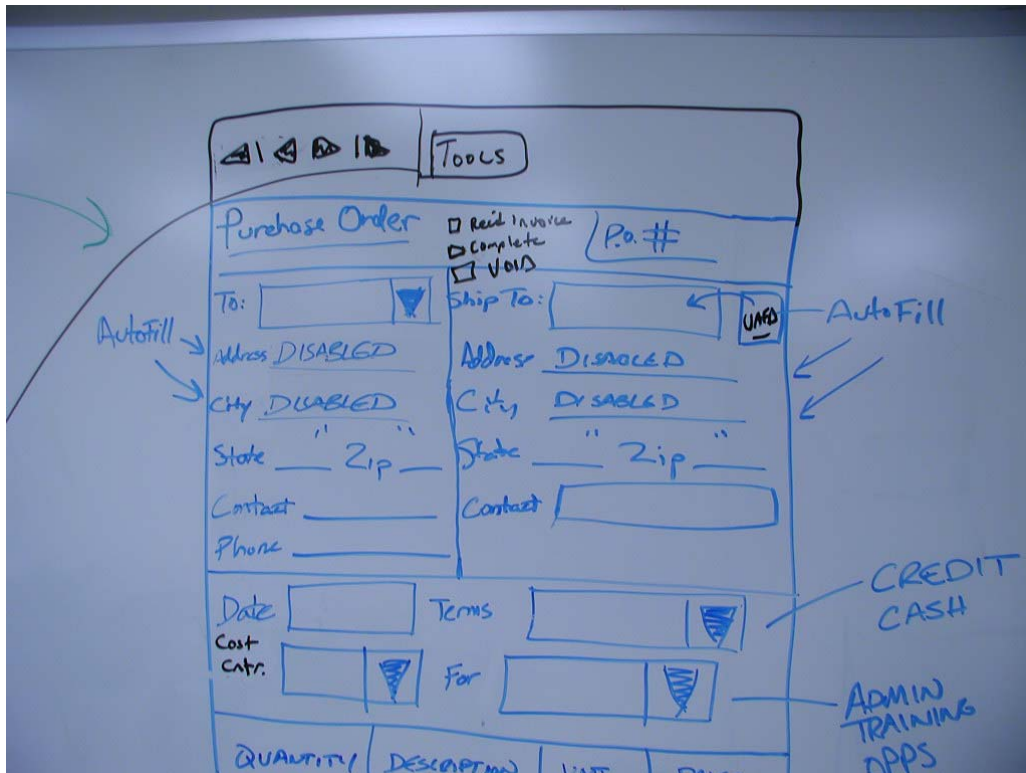


Upper Allen Fire Department Meeting Notes – Feb. 12, 2003

We met again as a group to further define team roles, work on rough sketches of the UI, and assign tasks for Milestone 1. We also discussed system functionality and possible incremental versions.

Upper Allen Fire Department Meeting Notes – Feb. 19, 2003 (about 1 hour)

This meeting was devoted entirely to the development/brainstorming of a UI. See whiteboard pictures below:



Hand-drawn form layout for a purchase order system. The form is divided into several sections:

- Top Section:** Two columns of fields. The left column contains "City DISABLED", "State ' Zip'", "Contact", and "Phone". The right column contains "City DISABLED", "State ' Zip'", and "Contact".
- Second Section:** "Date" and "Terms" fields with dropdown menus. Below them are "Cost Contr." and "For" fields, also with dropdown menus.
- Table Section:** A table with four columns: "QUANTITY", "DESCRIPTION", "UNIT", and "PRICE". The table body is currently empty.
- Bottom Section:** "PURCHASING AGENT SIG." with a signature line.

Annotations on the right side of the form:

- "CREDIT CASH" with an arrow pointing to the "Terms" field.
- "ADMIN TRAINING OPPTS" with an arrow pointing to the "For" field.

Hand-drawn form layout for a purchase order system, showing a different view or a more detailed form. It includes a "Tools" bar at the top and a "Purchase Order" header.

Tools Bar: Contains navigation icons and a "Tools" button.

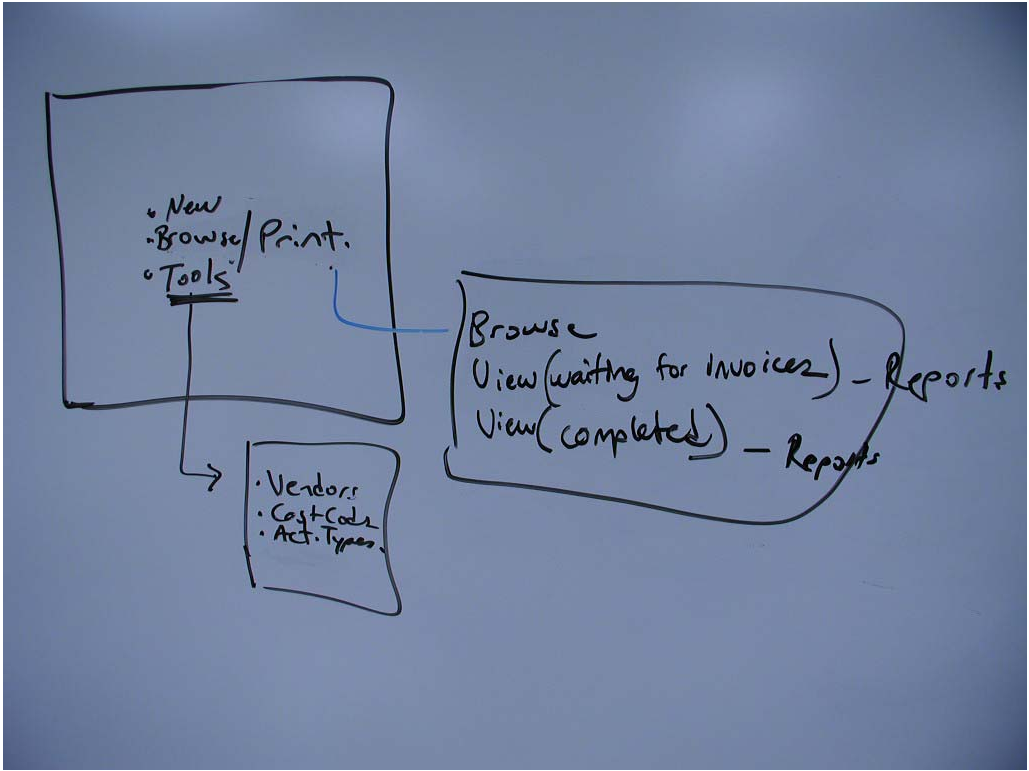
Purchase Order Header: Includes a "P.O. #" field and checkboxes for "Rec'd Invoice", "Complete", and "VOID".

Main Form Fields:

- To:** Field with a dropdown menu.
- Address:** Field labeled "DISABLED".
- City:** Field labeled "DISABLED".
- State ' Zip:** Field.
- Contact:** Field.
- Phone:** Field.
- Ship To:** Field with a dropdown menu.
- Address:** Field labeled "DISABLED".
- City:** Field labeled "DISABLED".
- State ' Zip:** Field.
- Contact:** Field.
- Date:** Field.
- Terms:** Field with a dropdown menu.

Annotations:

- "Autofill" with arrows pointing to the "To:" and "City" fields.
- "Autofill" with an arrow pointing to the "Ship To:" field.
- "CREDIT CASH" with an arrow pointing to the "Terms" field.



A hand-drawn form titled "Purchase Order" with a "P.O. #" field at the top right. The form is divided into two columns. The left column has fields for "To:", "Address DISABLED", "City DISABLED", "State", "Zip", "Contact", and "Phone". The right column has fields for "Ship To:", "Address DISABLED", "City DISABLED", "State", "Zip", and "Contact". There are "AutoFill" annotations with arrows pointing to the "To:" field and the "Ship To:" field. A small box with "UNED" is next to the "Ship To:" field.

Purchase Order P.O. #

To: <input type="text"/> Address <u>DISABLED</u> City <u>DISABLED</u> State " Zip " Contact _____ Phone _____	Ship To: <input type="text"/> UNED AutoFill Address <u>DISABLED</u> City <u>DISABLED</u> State " Zip " Contact <input type="text"/>
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QUANTITY	DESCRIPTION	UNIT	PRICE

PURCHASING AGENT
 SIG. _____

Upper Allen Fire Department Meeting Notes – Feb. 20, 2003 (about .5 hour)

This in-class meeting was devoted to dividing up the SRS, discussing the necessary requirements, and asking questions of Professor Nejme.

Upper Allen Fire Department Meeting Notes – Feb. 26, 2003

This evening we met again with our project sponsor, Don Roseth. Our primary goal was to review the software requirements specification document. The work done on the SRS was divided between the four group members so each member highlighted the main points in his section and got feedback from Don. We used the opportunity to brainstorm around UI issues and other outstanding issues in the project that may not have been discussed previously. We received Don's authorization on the document with the following qualifications:

1. That he would spend time reviewing each requirement in depth and provide feedback and suggestions as the document progresses throughout the various stages of the life cycle.
2. That the document was not static and would be subject to change during the process.

Don stated that we were headed in the right direction and reaffirmed the notion that the process would be driven around the user interface. We came to the conclusion that the program should be easy enough to use so that there is virtually no learning curve. It is our intention that an authorized purchasing agent would be able to open the system and immediately know by intuition where to go and what to do, making sure that the system itself supports error free computing. We also explained our rationale for building the system in increments and Don agreed that this was a rational approach. We ended the meeting by talking about and planning a low-fidelity brainstorming session with all group members, Don, and various other users from the different user categories.