

Customer Handoff and Final Documentation Review

Date: Dec 3, 2021

Time: 9:30-10:30am

Attendees:

- Primary Customer: Joe Panullo <joe@bugtorch.com>
- Bug Torch Engineer: Todd Goldstein<goldstein.ta@gmail.com>
- MSD Team: Ben Kemnitzer <bdk9245@rit.edu>, Jason Stiller <jrs8049@rit.edu>, Owen Straub <ops5441@rit.edu>, Yoon Kim <yxk3284@rit.edu>, Bryn Stricker <bns8188@rit.edu>
- MSD Guides: Donald Pophal <dwpddm@rit.edu>

Location (In-person):

Building 009- James E. Gleason Hall

GLE-4435 MSD Conference Room (4th floor)

Link to Virtual Campus Map: <https://maps.rit.edu/?details=James+E.+Gleason+Hall>

Zoom Link (Virtual):

<https://rit.zoom.us/j/94139385606?pwd=NXlacnhIUzhTV3FQNVRPRzBIKzJJdz09>

Meeting ID: 941 3938 5606

Passcode: 449498

Notes:

<https://wiki.rit.edu/display/P21389/Phase+8%3A+Customer+Handoff+and+Final+Documentation>

Agenda:

- Action Items
- Team Vision for Customer handoff and Final Documentation
- Test Results
- Risk & Problem Tracking
- Design Review Materials
- Design Package Handoff