

**MAAP PRINTERS PROJECT
STATUS MEETING
October 16, 2007**

- I. Administrative Issues
 - A. Web Site Update – Dennis Roffman
 - B. Town Clerk Executive Board Discussion Review – Dennis Roffman/Kathy Seaver
- II. Project Procurement Process
 - A. Review Revised Procurement Process Flow – Dave Perry
- III. Review of the Steps in the Design Process
 - A. Walk Through Systems Development Methodology – Dennis Roffman
- IV. Business Requirements Status – Peter Hastings
- V. Technical Design Status
 - A. Functional Design – Dennis Roffman
 - 1. Weekly Meetings Progress Review – Dennis Roffman
 - 2. Specific Deliverables Status – Various Deliverable Leaders
- VI. Review Overall Project Schedule – Peter Hastings
- VII. Review Open Project Issues List (handout) – Dennis Roffman
- VIII. Next Meetings – Peter Croteau
 - B. Next Status Meeting – October 23, 2007, 2:30 P.M., IT Conference Room
 - C. Next Technical Meetings – Dennis Roffman
- IX. Wrap-up