

DIGITAL MEETING MATERIALS

SCHOOL COMMITTEE and STAFF

AGENDA

November 19, 2013

6:30-8:30pm

School Committee Room, Arlington High School

SUMMARY

This will be a working session to review the existing process of creating meeting materials and brainstorming requirements for a new system.

ITEMS

- Introductions
- Overview of the Systems Analyst role and role in this project
- Discuss the project scope
- Review the process developed at kick-off meeting between Bill and Adam
 - Gather comments and revisions
- Develop Requirements for the proposed system
 - Hardware
 - How do you want to access the information?
 - Where do you want to access the information?
 - Will the location(s) need upgrades to support technology?
 - Software
 - What type of tool?
 - What should the new system do?