Search for Brandon time - Shannon - From 1/1/19-Present

Started finding some project ideas:

4/23/19 - EOT 4578

Met up with Shannon and we decided that the two of us would try to focus more on the education side of the puzzle. We may have to split our time, but we were thinking news and updates, help files, user guides, screenshots, videos, adilas university, adilas market, adilas café, sales and marketing materials, etc. Along those same lines, we will start meeting twice a week to help make some more progress in that arena. That is exciting.

Shannon spent some time adding some content to elements of time in the adilas university site. I had to help finish some emails out to an adilas consultant.

Some areas we recognize may need our efforts:

* Focus on education
* User Guide - working on other sessions
  + EOT 4030 - Glossary
  + EOT 4031 - Start Financials & Accounting
* The triad of the system, clients and education - how can we help tie in with Danny, Marisa, Chuck to help move things forward with their work
* Steve McNew - starting to create some docs - we may need to provide him with new content or edit or review the content he creates - help things from getting too rigid, but we do know there is another audience that doesn’t like some of our approach or the things we provide. We need to figure out what balance is the right fit for us.

1. Strategic Marketing Plan  
   2) Technology Roadmap  
   3) System Engineering Management Plan (SEMP)  
   4) Software Development Plan  
   5) Stakeholder Plan  
   6) Engineering Reports  
   7) Interface Specifications / Documents  
   8) System Design Document  
   9) Version Description Document  
   10) Test Plan / Philosophy  
   11) Test Procedures  
   12) Test Reports  
   13) Bug Tracking / Deficiency Reporting  
   14) White Papers on Selected Topics

* Maybe share ideas/outlines with Steve on some of these subject. Help give some direction/vision for where we are wanting and then can allow him to build out the outline.
* Infographics and concepts for infographics