

# Wrap-up and Handoff Meetings

When the project is close to completion or needs to be transferred out of the SD2C, the director will schedule a Wrap-up and Handoff meeting with PIs/clients/partners and the developers assigned to the project.

## Meeting Structure

Wrap-up and Handoff Meetings follow a structured format of:

1. Deliverables addressed
2. Demo reel of end-product
3. Codebase source and destination for code to be moved to
4. Code documentation
5. Pending final charges for project to PI/client/partner's account

Feedback should still be provided by PIs/clients/partners after final wrap-up and handoff meetings. Please provide feedback to the SD2C Core Director at [sd2c@cores.utah.edu](mailto:sd2c@cores.utah.edu).

Wrap-up and Handoff Meetings will still happen on projects with GApp Lab student interns present across semesters.

---

Revision #2

Created 8 December 2023 22:08:15 by Andrew Moran

Updated 29 December 2023 16:55:58 by Andrew Moran