1. Discussions and decisions

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| **Meeting Date:** [Date]  **Participants:** [List of Participants] | **Discussion Topics:** [List of Topics]   * Project introduction * Group name and leader selection * Communication tools   **Main Discussion Points:**   1. Selected the group leader 2. Decided to use Microsoft Teams for communication and GitHub for document collaboration   **Decisions Made:**   1. Selected communication platforms   **Assigned Tasks:**   * [Member Name]: [Task Description] * [Member Name]: [Task Description] |
| **Meeting Date:** [Date]  **Participants:** [List of Participants] | **Discussion Topics:** [List of Topics]   * Vision of the system * Roles assignment   **Main Discussion Points:**   1. Discussed and adapted the provided Vision (System Overview) 2. Vision focuses on integration with CMS and SMS Gateway for efficient communication and service access   **Decisions Made:**   1. Vision statement finalized 2. Tasks divided among members: Vision, Scope, Goals, and Record Discussions   **Assigned Tasks:**   * [Member Name]: [Task Description]   [Member Name]: [Task Description] |
| **Meeting Date:** [Date]  **Participants:** [List of Participants] | **Discussion Topics:** [List of Topics]   * Scope of the system * Features to include and exclude   **Main Discussion Points:**   1. System will include user authentication, notification system (in-app and SMS), dashboard, and service request features 2. System will exclude social media features, predictive data analysis, and online learning modules   **Decisions Made:**   1. Scope confirmed with clear inclusions and exclusions   **Assigned Tasks:**   * [Member Name]: [Task Description]   [Member Name]: [Task Description] |
| **Meeting Date:** [Date]  **Participants:** [List of Participants] | **Discussion Topics:** [List of Topics]   * Goals of the system   **Main Discussion Points:**   1. Ensure parents are better informed of student’s performance 2. Simplify service acquisition processes 3. Deliver critical updates to users through mobile SMS   **Decisions Made:**   1. Goals finalized and documented   **Assigned Tasks:**   * [Member Name]: [Task Description]   [Member Name]: [Task Description] |

1. Vision
2. Scope
3. Goals