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| Team Meeting minutes |  |  |
| Location: | Discord Team 4 Server |
| Date: | 10/30/2024 |
| Time: | 10:00 – 11:00am |
|  |  |
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Attendance

Anthony Colley

Jose Vazquez

Joshua Swilling

Kennedy Stokes-Sutton

Agenda items

1. Nominate Team Leader to create Discord server and group in canvas who will also schedule meetings with Class Instructor Leah Osborne.
   1. Jose Vasquez
2. Discuss and decide which Software Development Life Cycle (SDLC) Methodology works best for our team.
   1. Agile
3. Discuss and decide what our project / program topic would be.
   1. Inventory system with sales functionality
4. Discuss timelines and team member expectations, communication on Discord, sharing and tracking progress.

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| Action items | Owner(s) | Deadline | Status |
| Create Trello & Git Repository | Anthony Colley | 10/30/2024 | In-Progress |
| Upload Risk Assessment Doc | Anthony Colley | 11/2/2024 | In-Progress |
| Upload Project Plan & Starter Code | Jose Vasquez | 11/2/2024 | In-Progress |
| Upload Feasibility Study | Joshua Swilling | 11/2/2024 | In-Progress |
| Upload Meeting Recording | Kennedy Stokes-Sutton | 11/2/2024 | In-Progress |
| Intro & Project Plan Discussion Board | ALL | 11/3/2024 | In-Progress |
| Upload Requirements Document | Anthony Colley | 11/9/2024 | In-Progress |
| Upload DevOps Tool Chain Document | Anthony Colley | 11/9/2024 | In-Progress |