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| Team Meeting minutes |  |  |
| Location: | Discord Team 4 Server |
| Date: | 11/13/2024 |
| Time: | 9:00 – 9:30am |
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Attendance

Anthony Colley Jose Vazquez Joshua Swilling Kennedy Stokes-Sutton

Agenda items

1. Conclude old business and updates on action items.
   1. Created Trello & Git Repository
   2. Uploaded Risk Assessment Doc
   3. Uploaded Project Plan & Starter Code
   4. Uploaded Feasibility Study
   5. Uploaded Meeting Recording
   6. Intro & Project Plan Discussion Board
   7. Uploaded Requirements Document
   8. Uploaded DevOps Tool Chain Document
2. Finalize and Assign Work for M04 Design Document
   1. Status update on design components (UML, Use Case, Wireframe)
   2. Confirm ownership and completion timeline
3. Discuss Database Design Adjustments
   1. Address customer data concerns raised by Jose
   2. Agree on changes to database structure

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| Action items | Owner(s) | Deadline | Status |
| Finalize M04 Design Document | ALL | 11/17/2024 | In-Progress |
| Update Database Structure & Code | Jose | 11/17/2024 | In-Progress |
| Test Existing Code | ALL | 11/17/2024 | In-Progress |
| Schedule Meeting with Instructor | Jose | 11/16/2024 | In-Progress |
| Upload Meeting Minutes | Anthony | 11/16/2024 | In-Progress |
| Plan for M06 Team Meeting | ALL | 11/24/2024 | Pending |
| M07 Implementation Plan | ALL | 12/8/2024 | Pending |
| M07 User Documentation | ALL | 12/8/2024 | Pending |