# **Vacation Planning Tool – Tiny Coders**

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| **Date of Meeting:** | 7/16/2022 |
| **Minutes Prepared By:** | Erika Valle-Baird |

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| 1. Purpose of Meeting | |
| * Project Overview * Final Deliverable Overview * Review of Expectations and Requirements |

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| 2. Attendance at Meeting | | |
| *Name* | *Team* |  |
| Erika Valle-Baird | Tiny Coders |  |
| Domeniko Kodra | Tiny Coders |  |
| Mohammed Khoshkhoiyazdi | Tiny Coders |  |
| Madison Bilko | Tiny Coders |  |
| Collin Cavanaugh | Tiny Coders |  |
| Tamara Greer | Tiny Coders |  |

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| 3. Meeting Notes, Decisions, Issues | | |
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* Team reviewed the expectations required of them.
* Team reviewed the structure of the final deliverable.
* Team discussed the different types of design structures, although no design was yet finalized.

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| 3. Open Questions, Tabled Items, Outstanding Issues |

* Questions related to final deliverable (8/1)
  + Are the examples provided enough for our presentation?
  + Do any of the examples need further clarification?
* Is the Future Implementation Questions
  + When will risk management by seen again?
  + Will we need to have updates for risk management each week or deliverable?
  + Are there any areas that we are expected to have continuing resolution for?

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| 4. Action Items | | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Upload Meeting Notes and solicit questions about third deliverable | Erika Baird | 7/17/2022 | Completed |
| Collect agenda items for next meeting | All | 7/23/2022 | In Progress |
| Risk Management Updates | All | 8/1/2022 | In Progress |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *7/23/2022* | *Time:* | *3:30PM* | *Location:* | *Virtual meeting via discord* |
| *Objectives:* | * Continue working on final deliverable | | | | |