Project Development Meeting Minutes

## Project Title: First Meeting Minutes

Date: September 11 2025  
Time: 06:35 PM  
Location: Classroom

## Attendees:

|  |  |
| --- | --- |
| **Name** | **Role** |
| Marian Carter | QA Testing |
| Alexander Burns | Business Analyst |
| Zach McMillan | Software Developer |
| Talmage Merrit | Project Manager |
| Jaymon Pike | UI/UX Designer |
| Andrew Bayn | Software Developer |

## Agenda:

* Review of previous meeting minutes
* Progress updates
* Discussion of issues and blockers
* Next steps and action items
* Any other business

## Meeting Minutes:

### 1. Review of Previous Meeting Minutes:

- Summary of the previous meeting  
- Confirmation of minutes or any corrections

### 2. Progress Updates:

- [Alexander Burns]:   
 - Current status: Requirements discovery  
 - Achievements since last meeting: This is the first meeting  
- [Talmage Merrit]:   
 - Current status: Initializing project   
 - Achievements since last meeting: This is the first meeting  
- [Marian Carter]:   
 - Current status: Designing test strategies  
 - Achievements since last meeting: This is the first meeting

- [Zach McMillin]:   
 - Current status: Challenges in selecting tech stack  
 - Achievements since last meeting: This is the first meeting

### 3. Discussion of Issues and Blockers:

- [Issue 1]: Complete collecting requirements

- Responsible person: Alexander Burns

-Resolution steps: Discuss with stakeholders end expectations   
- [Issue 2]: Problems with deciding tech stack

-Responsible person: Zach McMillin

-Resolution steps: Discuss with team members what tools would work best  
- [Issue 3]: Delegating and collecting project parts

-Responsible person: Talmage Merrit

-Resolution steps: Meet up with team members and assign tasks

### 4. Next Steps and Action Items:

- [Action Item 1]: Establish final project requirements

-Responsible: Alexander Burns

-Due date: September 21, 2025  
- [Action Item 2]: Finalize tech stack

-Responsible: Zach McMillin

-Due date: September 15, 2025  
- [Action Item 3]: Create tasks and assign tasks to team mebers

-Responsible: Talmage Merrit

-Due date: September 15, 2025

### 5. Any Other Business:

- Talked through steps that need to be taken once requirements are finalized  
- Team agreed to communicate on project and prepare actionable items

## Next Meeting:

Date: September 18, 2025  
Time: 05:30 PM  
Location: Classroom

- Minutes submitted by: [Talmage Merit]