**Trace3 - Meeting Management Tool**

**Overall Progress:**

Provide the overall status of the project, details of discussions, next steps, any challenges and confirm if team members are meeting and contributing.



**Meeting Summary:**

Include the meeting's date and time, summarize key points or outcomes, highlight anticipated challenges, outline the project's next steps, and confirm the attendance of all group members (participants).

**Detailed Project Status:**

Include the details of the work accomplished in terms of the technical/project deliverables (GitHub commits) and process (Sprints/Tasks in Microsoft Teams/Planner). Note, the tasks should correspond with each of the roles of your team (Team Charter).

Release Planning: Detail current release with a summary of significant commits in GitHub since last progress report.

* Sprint Planning: Detail current sprint with a summary of task progress (new tasks, completed tasks in Microsoft Teams) since last progress report.

**Current Tasks:**

**Tasks Completed:**

* Backend models created.
* Login/logout functionality implemented for the dashboard.
* API access key management set up using Django Rest Framework.

**Upcoming Tasks:**

1. Backend Integration: Begin integrating the mock data into the backend once server and API access are granted.
2. Dashboard Design: Continue refining the dashboard design, including UI components and API integrations, as per Trace3’s specifications.
3. GitHub Repository: Synchronize our codebase with Trace3’s GitHub once access is granted.

**Commitments for Next Sprint:**

* Progress on backend integration and data storage.
* Dashboard design refinement based on client feedback.

**Feedback/Support:**

Please list any questions or concerns for the professor or TA, and specify any resources or guidance needed for the project.