

MEETING WEEK 1 NOTES

Date: August 27, 2025

Time: 10:00 AM - 10:40 AM

Location: LEEPS Atrium

Objective: Initial discussions about the project vision plan and assigning roles.

Team Members Present: Ashton, Nick, Yadhunath, Sean, Cole

Task Completion Confirmation:

- Self-Introduction and discussed strengths and weaknesses.
- Assigned roles among the team members and responsibilities.
- Chose MySQL as the Database Platform used for our project.
- Discussed some innovative names for our projects.

Tasks Allocated:

- **Nick:** Project Lead/Primary contact for the project. Would be checking the project workflow and would be helping in Database development.
- **Ashton:** Deployment lead who makes sure that our projects are correctly deployed to the GitHub Repository and would be troubleshooting deployment related issues.
- **Yadhunath:** Lead Data Engineer, who would be responsible for data processing and loading to the database and would be maintaining the meeting logs for the project.
- **Sean:** Quality Engineer, who would be reviewing for consistency in the database, debugging and running constant test cases to maintain data warehousing accuracy.
- **Cole:** Data administrator, who would administer the flow of data, data accuracy, and ensure data security.

Follow-Up Actions:

Schedule the next meeting for September 3, 2025, at 12:00 PM to review and finalize the project vision plan and discuss next steps.

MEETING WEEK 2 NOTES

Date: September 3, 2025

Time: 12:00 PM - 12:50 PM

Location: LEEPS Study room 2322

Objective: Working on the Vision plan documentation, and initial commits to the github.

Team Members Present: Ashton, Nick, Yadhunath, Sean, Cole

Task Completion Confirmation:

- Decided the name for our project: ASYNCLib
- Created the template for the Vision Plan for the project and assigned roles for editing the document
- Brainstormed some ideas on how we can design the database and notes some valuable inputs.
- Initialized the first commit to GitHub with the documents and meeting notes.

Tasks Allocated:

- **Nick:** Create the team profile and contribute to the vision statement, and scope statement.
- **Ashton:** Contribute to the team profile, vision statement, scope statement, and will also be deploying the project into the github repository.
- **Yadhunath:** Contribute to the team profile, vision statement, and scope statement.
- **Sean:** Contribute to the team profile, vision statement, and scope statement.
- **Cole:** Contribute to the team profile, vision statement, and scope statement.

Follow-Up Actions:

Schedule the next meeting for September 12, 2025, at 12:00 PM to finalize the project vision plan and get started with the Database requirements documentations.