

## The Data Extractors meeting on Thursday 2/17/2022

- Meeting started approx 6:15pm in the SSCB building
- Went over project background, stakeholders, users, risks, assumptions
- Started discussing project plan
- We are going to write a vision statement before next meeting
- Discussed on the statement of work
- Discussed risks plan.
- Chris will type up a risk plan
- David and Luis will type up a statement of work
- Mason and Austin will type up a vision statement
- Meeting ended approx 7:30pm

## The Data Extractors meeting on Sunday 2/19/2022

- Meeting started at approx 12:00 pm via discord
- Combined work given out in Thursday's meeting by all team members.
- Discussed project schedule.
- Decided what program to use to keep track of project schedule
- Chris and Austin were tasked to create the project schedule.
- Mason was going to make some tweaks to the vision scope
- Meeting ended approx 12:45pm

## The Data Extractors meeting on Tuesday 2/22/2022

- Meeting started at 6:00pm via Microsoft Teams

- Planned on meeting with Mr. Tang to get some feedback on our Vision scope and project document.
- David, Mason and Luis are going to create a powerpoint to present in class.
- Discussed what sections of the document each team member would present.
- Mr Tang was unable to attend our meeting.
- Meeting ended approx 6:30pm