

## Meeting Log

**Date:** September 24th, 2025

**Time:** 12:00 PM - 1:45 PM

**Location:** Leep2 G438

**Objective:** Work on Project Part 2

**Team Members Present:** Edbert, James, Lilly, Chloe, Connor, Jay

### Task Completion Confirmation:

- **Edbert:** Finished vision plan and scope (completed)
- **James:** Assigned roles and created discord for group communication (completed)
- **Lilly:** Created and filled out log (completed)
- **Chloe:** Finished writing vision plan and scope (completed)

### Tasks Allocated:

- **Edbert:** Complete Data Entities section of Part 2
- **James:** Complete Functionality section & Project Overview of Part 2
- **Lilly:** Complete the Functionality section of Part 2
- **Chloe:** Complete Hardware and System Requirements for Part 2
- **Connor:** Complete Data Entities section of Part 2
- **Jay:** Complete Project Scope and Data Entities section of Part 2

### Follow-Up Actions:

Plan for project part 3.