

## Meeting Log

**Date:** August 27th, 2025

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

**Location:** Leep2 Commons

**Objective:** Planning session for team structure and future meetings

**Team Members Present:** Edbert, James, Lilly, Trâm

### Task Completion Confirmation:

- **Edbert:** Began writing vision plan and scope
- **James:** Assigned roles and created discord for group communication
- **Lilly:** Created and filled out log
- **Trâm:** Began writing vision plan and scope

### Brainstorming Session:

- Discussed vision plan and scope statements
- Discussed future meeting plans
- Assigned roles to team members

### Tasks Allocated:

- **Edbert:** Finalize vision plan and scope and fill out personal information
- **James:** Finalize vision plan and scope and fill out personal information
- **Lilly:** Finish log and fill out personal information
- **Trâm:** Finalize vision plan and scope and fill out personal information

### Follow-Up Actions:

Schedule the next meeting online and discuss next steps.