

## Meeting Log

**Date:** October 2nd, 2025

**Time:** 4:15 PM – 6:00 PM

**Location:** Leep2 G430

**Objective:** Work on Project Part 3

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

### Task Completion Confirmation:

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

### Tasks Allocated:

- **Edbert:** Complete Introduction, Scope, and ER Diagram subsections of Part 3.
- **James:** Complete Entities and Relationships subsection of Part 3.
- **Lilly:** Complete ER Diagram subsection of Part 3.
- **Chloe:** Complete Entities and Relationships subsection of Part 3.
- **Connor:** Complete Introduction, Scope subsections of Part 3.
- **Jay:** Complete ER Diagram subsection of Part 3.

### Follow-Up Actions:

Plan for project part 4.