**Meeting Title:** Project #1 Milestone Meeting – Scheduling and Assigning

**Date:** Monday, February 17th, 2025

**Time:** 12:30pm – 1:30pm

**Location:** Zoom Meeting

**Attendees:** Bryce Alexander, Caleb Parker, Dwayne Williams

**Absentees:** Jadon Ferrance

1. **Call to Order**

**Time:** 12:35pm

During the call we briefly discussed which times would be the best for each of us. Caleb Parker stated availability for 5:30pm and onwards on Monday’s and Saturdays. Bryce Alexander said any day of the week works as long as a time conflict doesn’t arise. Specifically Tuesday and Thursday’s he gets out of class around 8pm.

Dwayne stated any time after 8pm works on Monday’s and Saturday’s. Thus the compromise was to make meetings accommodating everyone’s time schedules throughout the week.

1. **Approval of Minutes**

[This is the first round of minutes that are awaiting approval.]

1. **Agenda Items**

Item 1: **Project Agenda**

* **Discussion Summary:** We discussed our roles to complete Milestone #1. Bryce will do the team contract. Caleb will find the budget, write the project charter, and write agenda meeting minutes. Jadon Ferrance will do the SWOT analysis and Dwyane Williams will work on the references.
* **Details:** We engaged in discussion with working with the SMART method for our project.
* **Details:** We discussed how we will create the structure of the project, including the scope, database schema, and identifying keystone milestones and what it means for the future for our project.
* **Details:** We brainstormed through the tools we want to use i.e. HTML/CSS, Python and focus on the IDE’s we want to use. We want to focus on the planning and then work on the framing of our website initiative, and then focus on the deployment of the website.
* **Details:** Discussed the pros and cons of using AI in this project.
* **Decision Made:** Bryce handles team contract; Caleb handles meeting minutes, project charter and budget, scope and time estimates, Jadon handles the SWOT analysis, and Dwayne handles the references.

Item 2: **Deliverables**

* **Discussion Summary:** Making sure deliverables are accessible to our users/customers and to the people who are using our service. We want to make a homepage for our website to bring in more traffic and create a community hub for the implementation phase of the project, out of the planning phase.
* **Details:** We want to create database tables, and make sure they are confidential to have a record of people who give us their information.
* **Decisions Made:** We will focus on creating a database schema that is secure and allows our users to divest into a community through engaging with other fellow website members.

Item 3: **Project Risks and Evaluation**

* **Discussion Summary:** We determined the risks and the necessities that our project will handle. Specifically the pool of people, user engagement and AI biases being inaccurate is our risks that we must be aware of.
* **Details:** We discussed our risks, constraints and limitations based on our project. Such as limited funds, time, or risks with our deliverables such as AI biases or engagement fluctuations.
* **Decisions Made:** Despite the risks we agreed that these kind of risks are inevitably associated with the kind of project we chose and will balance out the pros and cons, and look out how to focus on delivering our services via website.

1. **Next Meeting**

Date: Wednesday, February 19th, 2025

Time: 8:15pm – 9:00pm

Location: Zoom Meeting

Preliminary Agenda: [TBA]

1. **Adjournment**

Time: 9:10pm

[Dismissal from Zoom Meeting]