**MEETING NOTES**

Team Meeting March 4, 2024

**WHEN:** Monday March 4th @ 8am

**PURPOSE:**  Went over software requirements specifications

**ATTENDANCE:** Sophia Medallada,Stephen Schmidt, Ben Stonestreet, Kyle Whitmer

Spencer Rodenberg was not in attendance

**Went over the project management plan (20 minutes)**

* Looked over the different sections from 1-4
* Decide on any changes or add information on the document
* Revise 4.2.3 for the release date of May 1, 2024
* If we decide to make any changes, we will add comments on the document

**Go over the current tasks on the task board (15 minutes)**

* Went over the different tasks for the project
* Each member was assigned with each task
  + Sophia Medallada and Spencer Rodenberg: Glossary check and calendar schedule
  + Ben Stonestreet: Integration procedures and Github procedures
  + Kyle Whitmer: Change control procedures
* Each tasks had definitions on what the tasks do

**Discussion to execute the next artifact, software engineering requirements (20 minutes)**

* Looked over the software engineering requirements document in the artifact folder
* Skipped section 1 and 5
* Section 2
  + Ben got to explain the different terms of the overall description
  + Stephen got to write down the definitions and examples that Ben got to explain
* Section 3
  + Sophia got to explain the different terms of the specific requirements
  + Stephen got to write down the definitions that Sophia got to explain
* Section 4
  + Kyle got to explain the definition of classification of functional requirements
  + Stephen got to write down the definition that Kyle got to explain

**End of inception phase feedback (5 minutes)**

* Done with inception phase
* Concluded meeting