

**Date:** February 3, 2026

**Time:** 7:30 PM - 9:00 PM

**Location:** Study Room 2326

**Objective:** Brainstorm for the project plan as well as allocating team roles, team name

**Team Members Present:** Eian, Jason, Courtney, Isiah, Chase, Taryn

**Task Completion:**

- **Project Plan (in progress):**

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**Brainstorm Session:**

- Discussed roles, and how to write up the project plan
- Meeting times:
  - Tuesdays at 7:30
  - Fridays as backup

**Roles:**

- **Project Lead:** Chase (Leading meetings)
- **Project Assist.:** Taryn
- **Administrator:** Isiah (Allocate tasks)
- **Administrator Assist:** Courtney (Meeting logs)
- **Technical Lead:** Jason (Conceptualizing the program)
- **Data Administrator:** Eian (Maintain the git)

**Task Allocation:**

- **Eian:** Writing the meeting log
- **Jason:** Create the GitHub repo with proper structure
- **Courtney:** Filling out project plan
- **Isaiah:**
- **Chase:**
- **Taryn:**

**General Notes:**

- Delegated roles
- Scheduled weekly meetings
- Brainstormed and worked on filling out Project Plan
- Created the GitHub repo with basic structure for the Project Plan
- Broke down projected dates each deliverable will be finished
- Possible extra features:
  - Syntax Error Visualization
  - Front End GUI

**Follow-Up Actions:**

- **Everyone** read and get familiar with the SRS
- **Eian** bring README.md up to standard
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