**Meeting Notes and Status Report**

**The Regulars**

10/17/2024

Week 8

**Discussion Topics**

* **PennWest Meeting –** Dr. M has sent out multiple emails to PennWest IT services, but we have yet to hear back. The latest email was sent on 10/16.
* **Feedback Issues –** It was noticed that some updated feedback went unseen. The team members all made a commitment to check feedback on the Assignments through D2L multiple times a week.
* **Updating RACI Matrix –** New responsibilities were assigned to reflect the upcoming week 9.
* **Updating Github Project –** Revisions will now be added along with new tasks.

**Weekly Updates**

* **Scope Document –** After another round of feedback, Jenna updated and submitted the scope document once more where Dr M. gave approval for final submission.
* **User Stories –** The user stories were updated based on feedback and resubmitted. Jenna will add prioritization to the stories before final submission.
* **Context Diagram –** No changes were made to the Context Diagram portion since feedback stated that it looks good.
* **Data Flow Diagrams –** Evan led the creation of levels 1, 2, and 3 of the DFDs. After review and approval by the other team members, this draft was submitted.
* **RACI Matrix –** After discussion, new tasks were added by Andrew and looked over by the team.
* **Topology Diagram –** Andrew led the creation of the draft of this diagram which was then looked over by the other team members. The draft was submitted and is awaiting feedback.
* **Entity Relationship Diagram –** Andrew led the creation of the draft of this diagram which was then looked over by the other team members. The draft will be submitted before the weekend.
* **Team Status Report/ Meeting Notes –** The previous 2-week status report was looked over and approved by the team after creation by Andrew. This week’s notes are in the form of a Weekly Meeting Agenda that corresponds with the team’s meeting for the day. Andrew will submit them after the team has looked them over.

**Upcoming Tasks**

* **Topology Diagram Revisions–** After feedback is received, Andrew will complete any necessary revisions in collaboration with the team before resubmission.
* **Data Flow Diagram Revisions–** After feedback is received, Evan will complete any necessary revisions in collaboration with the team before resubmission.
* **ERD Levels –** After feedback is received, Andrew will add additional ERD levels with the help of Evan.
* **Screen Sequence/ Prototype UI –** Jenna will lead the team in the creation of this draft.
* **Video Walkthrough –** Andrew has the software required to create this and will record it in the future.
* **Project Management Plan –** This will be discussed in next week’s meeting.

**Additional Notes**

* Next week’s meeting will be tentatively scheduled for Thursday, but all members will continue to check-in on teams.
* The university now has a specific department called “Military and Veteran Student Success”. All documents have been updated from “Financial Aid” to this new department name, which will also be used going forward.
* Lynne’s official title is now "Assistant Director, School Certifying Official- Military and Veteran Student Success"