**Meeting Agenda**

**The Regulars**

10/3/2024

Week 6

**Discussion Topics**

* **PennWest Meeting –** The meeting with PennWest to discuss if integration into their system will be allowed is currently unscheduled. Dr. M is currently away at a conference but has offered to set up the meeting so she can be part of it.
* **Topology Diagram –** The team is currently waiting for the details from the meeting to create the Topology Diagram.
* **Updating RACI Matrix –** An error with the roles existed and was corrected. The roles now align with the other project documents.
* **Updating Github Project –** It was agreed upon by the team that the current format of adding and updating tasks is working and should continue as it has been.

**Weekly Updates**

* **Scope Document –** This document was updated based on feedback by Jenna. Evan and Andrew looked over and approved the changes. It was then resubmitted.
* **User Stories –** The user stories were updated based on feedback and resubmitted.
* **Context Diagram –** After brainstorming, the first draft of the Context Diagram was created by Evan. After a revision by Jenna it was then approved by the team and submitted.
* **RACI Matrix –** After a revision, new tasks were added by Andrew and looked over by the team.
* **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 – Due 10/20 –** The specifics for this are still dependent on the meeting with PennWest. After the meeting, Andrew will create a draft of this diagram for the other members’ revision or approval.
* **Video Walkthrough – Due 10/20 –** Andrew has the software required to create this and will record it after the team meeting on the 17th where the points of emphasis will be discussed.
* **Data Flow Diagrams – Draft – Due 10/20 –** The team has agreed to each take on level from the DFDs, which will be drafted after the PennWest meeting and feedback from the Context Diagram are received.

**Additional Notes**

* Next week’s meeting will be scheduled after the start of the week, but all members will continue to check-in on teams.