Meeting Summary:

Meeting date and time: 11/20 4:00-415

Personnel: Everyone **Platform** discord:

Summary:

This meeting we discussed the procedure for the review sessions on Tuesday. Abhinay explained that everyone but him and Gram were to turn in reviews for their designated groups on Tuesday. Abhinay and Gram have to stay in their own breakout room and write a summary about the reviews done by their inspection team. Then Abhinay gave everyone their tasks for the week and the meeting ended.

Action Items (who is going to work on what, what is the deadline):

1. Muxing:
    a. Clean up and condense Use Case Diagram.
    b. Refine Use Case descriptions.
2. Gram:
    a. Clean up and condense Domain Model.
    b. Refine Domain Model descriptions.
    c. Make Domain Model more consistent with the descriptions and the data dictionary
    d. Send out meeting summary and next meeting agenda
3. Eric
    a. Create version 2 of the prototype
    b. Finish up an written descriptions for the prototype
4. Abhinay:
    a. Fix the overall written structure of the SRS
5. Reviewers: Review and submit inspections reviews for assigned groups by Tuesday 3pm
6. Project Manager and Facilitator: Send out SRS to the inspection team and collate inspection team feedback into one succinct summary.