**Team Meeting**

I. Check in from last meeting/ Attendance

01/31

Jaren, Jared, Brandon and Colton attended

* Make sure to include more in the team meeting notes
* Everyone is on Jira and Github

II. Project Updates

* Reviewed Upcoming projects and what needs to be done
* Talked over requirements and what needs to be addressed
* Assigned Responsibilities

III. Individual Task Updates

* Split up the roughly 22 responsibilities amongst the team
* Everyone has a coding portion that they are responsible for

IV. Planning Ahead

* Everyone is looking to complete their tasks by next team meeting on Wednesday
* Project is due on upcoming Friday

V. Problem-solving

VI. Communication

* Created a team group chat because teams wasn't great for day to day communication

VII. Wrap up and Notes for next time

* Complete the project and smooth out the bumps from the first project
* Finish up last minute things needed to finish the product
* Next Meeting is 02-07-2024 at 7pm

**Team Meeting**

I. Check in from last meeting/ Attendance

02/07

Jaren, Jared, Brandon and Colton attended

* Everyone is mostly done with assigned tasks
* Smoothed out some problems with branches and GIT

II. Project Updates

* Went through code together as a team
* Double checked all the requirements
* Made sure to add more checks for user input to insure user is inputting the correct info
* Realized the mistake with use cases and the need for a spreadsheet

III. Individual Task Updates

* All going to read the readme file and add anything that Jaren missed
* Brandon is going to finish up the spreadsheet and the required tests

IV. Planning Ahead

* Quick meetup on thursday to make sure everything is done
* Submit assignment

V. Problem-solving

* Group chat worked great for communication
* Figured out some quirks early

VI. Communication

* Continue using group chat

VII. Wrap up and Notes for next time

* Complete the project and submit
* Finish up last minute things
* Get ready for upcoming GUI
* Next Meeting is 02-14-2024 at 7pm