

Date: 2/13/2025

Time: 4:15 - 5:00

Location: Discord Meeting

Objective: Decide on team roles and formulate a vision statement/project plan.

Members Present: Jacob Leehy, Benjamin Kozlowski, Hayden Roy, Seam Hammell, Jeff Burns, Kara Deskin

Task Allocations:

- Benjamin: Secretary
- Jacob: Team Administrator
- Kara Deskin: Database Architect
- Hayden Roy: QA and Testing Lead
- Jeff: Scheduling Engineer
- Sean: Configuration Management Engineer

Task Completions:

- Team: Decide team roles and work through vision statement/plan [Completed]
- Benjamin: Add Personal Profile [Completed]
- Jacob: Add Personal Profile [Completed]
- Kara Deskin: Add Personal Profile [Completed]
- Hayden Roy: Add Personal Profile [Completed]
- Jeff: Add Personal Profile [Completed]
- Sean: Add Personal Profile [Completed]

Tasks Allocated:

- Benjamin: Research and describe data entities as well as constraints and types (due March 2)
- Jacob: Identify stakeholders and research functional requirements (due February 23, 2025)
- Kara Deskin: Research DBMS System Architecture
- Hayden Roy: Review vision plan and validate quality (due February 16, 2025)
- Jeff: Schedule a follow up meeting if needed (due February 17, 2025)
- Sean: Identify Hardware and Software Requirements

Follow-Up Actions:

Schedule meeting for the week of 2/17 to touch base and work through other requirements.

Date: 2/26/2025

Time: 9:30 - 10:00

Location: Discord Meeting

Objective: Create and begin work on Project Part 2.

Members Present: Jacob Leehy, Benjamin Kozlowski, Hayden Roy, Seam Hammell, Jeff Burns, Kara Deskin

Tasks Completions:

- Benjamin: Research and describe data entities as well as constraints and types [Completed]
- Jacob: Identify stakeholders and research functional requirements [Completed]
- Kara Deskin: Research DBMS System Architecture [Completed]
- Hayden Roy: Review vision plan and validate quality [Completed]
- Jeff: Schedule a follow up meeting if needed [Completed]
- Sean: Identify Hardware and Software Requirements [Completed]

Tasks Allocated:

- Benjamin: Finish data entities
- Jacob: Finalize Formatting
- Kara: Possible Appendices
- Hayen: Complete Stakeholders
- Jeff: Finish Functional Requirements
- Sean: Finish scope and introduction

Follow-Up Actions:

Schedule meeting next week to touch base and work through other requirements.
