

**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.

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**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.

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**Date:** 3/13/2025

**Time:** 6:00 - 7:00

**Location:** Discord

**Objective:** Assign tasks for all to complete regarding Project Part 3

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

**Task Completions:**

- Benjamin: Finish data entities [Completed]

- Jacob: Finalize Formatting [Completed]
- Kara: Possible Appendices [Completed]
- Hayen: Complete Stakeholders [Completed]
- Jeff: Finish Functional Requirements [Completed]
- Sean: Finish scope and introduction [Completed]
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**Tasks Allocated:**

- Benjamin: Introduction, Glossary, Appendices
- Jacob: Oversight and Review
- Kara Deskin: Construction of the ER Diagram
- Hayden Roy: Revision and coordination between others
- Jeff: Schedule a follow up meeting if needed, review modeling components
- Sean: Identify and organize modeling components

**Follow-Up Actions:**

N/A

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