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.

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]
- Hayden: Complete Stakeholders [Completed]
- Jeff: Finish Functional Requirements [Completed]
- Sean: Finish scope and introduction [Completed]

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

Date: 4/3/2025
Time: 5:00 - 6:00
Location: Discord
Objective: Assign tasks for all to complete regarding Project Part 4
Members Present: Jacob Leehy, Benjamin Kozlowski, Hayden Roy, Seam Hammell, Jeff Burns, Kara Deskin

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

Tasks Allocated:
- Benjamin: Relational schema diagram
- Jacob: Submission and meeting log maintenance
- Kara Deskin: Oversight and review

- Hayden Roy: Schema documentation and data dictionary
- Jeff: Relational schema mapping
- Sean: Schedule a follow up meeting if needed, review documentation

Follow-Up Actions:
N/A