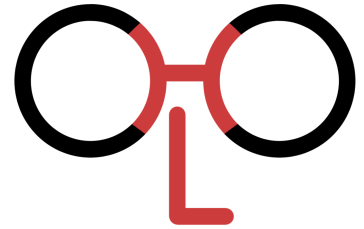


## MEETING NOTES



### Team Meeting

**Date:** Monday, February 19th, 2024, at 1:00 PM

- Meeting began at 1:05 PM by Kevinh
- Meeting concluded at 1:26 PM by all

**Purpose:** To introduce ourselves, determine roles, and set a plan for our project.

**Attendance:** (*every team member*) Kevinh Nguyen, Changwen Gong, Rajkunwar Kaura, Riley England, Kemar Wilson, Abdulahi Mohamed.

### Minutes:

We began with team introductions, listing our availability, best way to contact us, and a fun fact.

Kevinh Nguyen

- Availability: 7 days a week 9 am – 9pm
- Best form of contact: Instagram, or email at [kevinh@ku.edu](mailto:kevinh@ku.edu)

Riley England

- Same availability
- Instagram
- Fun Fact: 4 oldest brothers

Abdul

- Same hours, M-F
- Imessage (913-325-3528) or Instagram
- No fun fact :(

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Kemar

- Availability regularly
- Email ([kem.wilson@ku.edu](mailto:kem.wilson@ku.edu)), text (9132938333) or Instagram
- Originally from Jamaica

Raj

- 7 days a week
- Instagram
- From Toronto

Changwen

- Contact anytime
- Instagram
- Kevinh is my roommate

Role Assignments

Kevinh: Admin / Developer

Riley England: QA Engineer / Developer

Abdul: Project Leader 2 / Developer

Kemar: Project Leader / Developer

Raj: Product Owner / Developer

Changwen: Technical Leader / Developer

Available Roles

Team Admin

Project Leader

Project Leader 2

Technical Leader

QA Engineer

Product Owner

Project overview:

Not too bad technically

Parsing is not too bad

Project Management Plan

Ill send out parts to work on for next week

Workflow

Everything is on github

TODO

Send a project management plan parts to do

