

## MEETING NOTES

### Team Meeting

**Date:** Monday, March 4th, 2024, at 1:00 PM

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

**Purpose:** To discuss the second checkpoint assignment (Software Requirements Specification),

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

### Minutes:

We reviewed our Project Management Plan, ensuring that each member fully understands the concepts and their role in the team environment.

Ensured the github was correct and that everyone had access. Demo-ed how to submit tickets and the order of code approval based on roles.

### Assigned Tasks:

- Kevinh Nguyen: review and familiarize self with C and C++
- Changwen Gong: work on the written sections on the SRS
- Rajkunwar Kaura: create UML Use-Case diagrams for the SRS, review and familiarize self with C and C++
- Riley England: create logo for Team HL, review and familiarize self with C and C++
- Kemar Wilson: review and familiarize self with C and C++
- Abdulahi Mohamed: review and familiarize self with C and C++

