

Meeting: 2

Purpose: Finalize Project Management Plan.

Attendees: Everyone - Katie, Shravya, Evans, Ibrahim

Location: Zoom

When: 2/24/2024 4:00-4:40

Note Taker: Katie

---

## Summary

During the week, each person wrote up their portion of the project management plan and submitted it on GitHub for version control and collaboration purposes. When we started this meeting, Shravya was having trouble getting Git to work on her computer. After some troubleshooting, she was still unable to use Git. So we shifted gears and Katie pushed Shravya's contribution to Shravya's branch. Shravya will continue trying to get Git to work on her computer.

After this, Katie merged everyone's branches into the main branch on GitHub. Then we manually combined each section into one single Project Management Plan. Because of the nature of Word Documents, this had to be done by hand rather than handled by GitHub's version control system. After combining all sections into one document, each member reviewed the document and gave their approval for submission. Katie will proofread the document one last time after this meeting and ensure the formatting is consistent throughout the document.

The next portion of this project has not been released yet so we did not make plans for our tasks and responsibilities between now and our next meeting. When the next instructions are released, we will communicate via our group chat to distribute the work.