

ENG 4000 Weekly Meeting Minutes



Every week, this document should be presented to the supervisor, as this will be the basis for grading.

Project Name	Pantheon 3D Smart Material Management
Date & Time of Meeting	September 20, 2024 @ 2:30 pm

Attendees			
#	Name	Student ID	Username (email)
1	Luca Filippelli	217902461	lfilippelli5@gmail.com
2	Jean Granato	218986943	Jeangran@my.yorku.ca
3	Luqmaan Irshad	217222365	luq21@my.yorku.ca
4	Tharuveen Raveendran	217863986	parask02@my.yorku.ca
5	Paras Kumar	217832478	thar7@my.yorku.ca
6	Ethan Tran	217048604	trane01@my.yorku.ca
7			

Decision Made / Agenda / Objectives / Plan for the Coming Week	
2:30 Introductions	<ul style="list-style-type: none"> Hung supervised the previous Pantheon Capstone project First term is very planning oriented (design, documentation, meeting minutes, etc) Coding should begin this term. It's a lot of work Establish Luqmaan and Luca as team comms leads
2:40 Diving Into the Project Description	<ul style="list-style-type: none"> Software development oriented material management system Piggybacks onto existing order management system Hung will reach out to Nick to get information for next week We should also meet with Nick We can start going into detail once we meet with Nick
2:45 Deliverable for the 30th	<ul style="list-style-type: none"> We can share our work with Hung for review Try to send it offline
2:48 Recording Meetings	<ul style="list-style-type: none"> Hung is ok with us recording the meetings Luca and Luqmaan will be co hosts for the regular zoom calls

<p>Team Meeting Regarding Upcoming Deliverable</p> <p>2:50</p>	<ul style="list-style-type: none"> • Rotate minute taking • Luca: Problem definition, requirements • Luqmaan: Problem definition, Member involvement • Paras: Management Style, Stakeholder (👤) • Ethan: Management Style, Stakeholder (👤) • Thaurveen: Project Charter, Member involvement • Jean: Project charter, Requirements
<p>Action Items</p>	<p>Luca and Luqmaan shall be the main communications leads regarding coordination between the team and the supervisor + project contact</p> <p>Finish peer review presentation before the 27th</p> <p>Bring deliverables for the 30th to the next meeting with Hung (Next meeting: Friday 27th 2:30pm [someone confirm?])</p>

Team Responsibilities for the Coming Week		
#	Name	Responsibility
1	Luca Filippelli	Develop problem definition and project requirements
2	Jean Granato	Develop project requirements and project charter
3	Luqmaan Irshad	Define the problem and create a member involvement breakdown
4	Tharuveen Raveendran	Conduct stakeholder analysis and determine the best project management style
5	Paras Kumar	Create a team member involvement table and develop the project charter
6	Ethan Tran	Conduct stakeholder analysis and determine the best project management style
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Progress Report on Last Week's Activities			
#	Name	% Completed	Comment (provide the reasoning only if 100% is not completed)
1	Luca Filippelli		
2	Jean Granato		

3	Luqmaan Irshad		
4	Tharuveen Raveendran		
5	Paras Kumar		
6	Ethan Tran		
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