PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 9/11
Diane Bilse	Present	Milestone 0 Due – 9/19
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Absent	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	Assign Roles to Group Members	Team	Complete	All team members were assigned roles
2	Plan for Future Meetings	Scrum	Complete	Meeting time Assigned to Wednesday @ 7:30 PM on Discord
3	Idea Selection by Vote	Team	Complete	The team voted for Café Tracker
4	GitHub Creation	GitHub	In Progress	GitHub was created still missing some members in the Team (Details in Milestone 0 Document in Canvas)
5	M0 Task 1: Software Stack Selection	Team	In Progress	Stack was mostly Selected Item will be confirmed by next meeting
6	Study Schedule	Team	Incomplete	Item was never reached as Item 5 is incomplete

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Study Schedule	Team	Incomplete	Item was never reached as 1.1.i5 is in progress
2	Plan for Future Meetings	Scrum / Lead	Incomplete	New Meeting Items are not agreed upon
3	M0 Task 4: Team Website Using Stack	Team	Incomplete	1.1.i5 is in progress
4	GitHub Members	GitHub	Incomplete	All members should join DURING next meeting
5	M0 Task 3: Install Software Stack (*Time intensive)	Back/Front	Incomplete	Start Server Instance/ Setup for SSH / Install DB / Server Config.
6	M0 Task 2: Software Stack Selection	Lead	Incomplete	Lead will submit stack Selection for approval from Management (TA)

MEETING MINUTES 1.2   DATE 9/11/2024

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 9/16
Diane Bilse	Present	Milestone 0 Due – 9/19
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Preesnt	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	GitHub Members	Team	Complete	All team members have joined the Repo
2	Plan for Future Meetings	Scrum	In Progress	Will meet with Lead for additional information
3	M0 Task 2: Stack Selection Agreed Upon	Team	Complete	Stack Selection Completed sent to management as of 9/11/2024
4	Introduction of Trello	Lead	Complete	Trello Board Introduced
5	Meeting Adjourned	Lead	Complete	Meeting Concluded transitioned into Study Session
6	Study Session (1)	Team	Complete	Team was walked through how to create about me page, install node j, and introduced to basic tailwind CSS

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Lead	Incomplete	New Meeting Items are not agreed upon
2	M0 Task 3: Install Software Stack (*Time intensive)	Dev Teams	Incomplete	Start Server Instance/ Setup for SSH / Install DB / Server Config.
3	M0 Task 4: Team Website Using Stack	Team	Incomplete	1.1.i5 is in Progress

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 9/18
Diane Bilse	Absent	Milestone 0 Due – 9/19
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Preesnt	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	Stack Approval	Lead	Complete	Team Lead had Tech stack approved by TA (Management)
2	Team About Me Pages Updates	Team	Complete	All team members continued to work on their own about me pages.
3	Learning Objectives	Lead	Complete	Team Lead assigned learning for each team member
4	Assigned Learning: Scrum	Scrum	In Progress	Alan assigned to learn about MongoDB Atlas, Vercel, and Trello
5	Assigned Learning: Front End	Front End	In Progress	Diane assigned to learn Next.js, Tailwind CSS, and Figma
6	Assigned Learning: Front End	Front End	In Progress	Halia assigned to learn Next.js, Tailwind CSS, and Figma
7	Assigned Learning: Back End	Back End	In Progress	John assigned to learn Next.js, Typescript, and Prisma
8	Assigned Learning: Lead	Lead	In Progress	Miguel assigned to Next.js, Tailwind CSS, MongoDB, Prisma, MongoDB Atlas, Vercel, and NetAuth.js
9	Assigned Learning: Git Master	Git Master	In Progress	Emily assigned to Next.js, Vercel, Trello, Jest
10	Assigned Learning: Back End	Back End	In Progress	Timmy assigned to learn Next.js, Typescript, and Prisma

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
3	M0 Task 4: Team Website Using Stack	Team	Incomplete	Should be deployed next meeting
2	M0 Task 3: Install Software Stack (*Time intensive)	Back End	Incomplete	Start Server Instance/ Setup for SSH / Install DB / Server Config. (Technically Team should be able to do this)

MEETING MINUTES 2.2   DATE 9/18/2024

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 9/23
Diane Bilse	Present	
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Preesnt	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	Git Merge	Team	Complete	All merge requests were completed by the team, everyone has completed assigned tasks
2	Team About Me Pages	Team	Complete	Team has completed about me pages
3	M0 Deployment	Lead	Complete	Team Lead deployed M0 website
4	Project Logo Design	Front End	Complete	Halia designed a logo for the Project
5	Assigned Learning: Team	Team	In Progress	Assigned Learning Continues Independently for all Team Members

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Lead	Incomplete	New Meeting Items are not agreed upon

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 9/25
Diane Bilse	Present	Milestone 1 Due – 10/7
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Absent	
Timmy Tram	Present	

/7ITEM	ACTION	OWNER	STATUS	RESULT
1	M1: User stories & High-Level Requirements	Team	In Progress	Before next meeting work on Milestone 1 as time permits (List of functional and non-functional requirements, Competitive Analysis , Executive Summary, and High Level System Requirements)
2	M1: Creating Personas and User stories	Front End	In Progress	Halia wanted to work on Personas and User Stories
3	M1: Creating Data Definitions	Back End	In Progress	Timmy and John will work on creating Data Definitions
4	Self-Learning Assignment	Lead	Complete	Lead assigned learning projects to Team
5	Assigned Learning: Front End	Front End	In Progress	Create a front-end UI like Yelp. Users should be able to see different restaurants and the necessary information.
6	Assigned Learning: Back End	Back End	In Progress	Create a backend server that can store users, handle authentication, and handle file storage.
7	Assigned Learning: Support Team	Scrum / Git Master	In Progress	Create a simple Todo list app that can handle database storage.

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Lead	Incomplete	New Meeting Items are not agreed upon

MEETING MINUTES 3.2   DATE 9/25/2024

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 9/30
Diane Bilse	Present	Milestone 1 Due – 10/7
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Absent	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	M1: User stories & High-Level Requirements Draft	Team	Complete	As a team we completed our first draft of M1
2	M1: Creating Personas and User stories	Front End	In Progress	Halia continued work on Creating Personas, and User stories
3	M1: Creating Data Definitions	Back End	Complete	Timmy created Data Definitions
4	M1: Functional Requirements	Back End	Complete	John created Functional Requirements
5	M1: Non-Function Requirements	Git Master	In Progress	Emily worked on Non-Functional Requirements
6	M1: Competitive Analysis	Front End	In Progress	Diane worked on Competitive Analysis
7	M1: Executive Summary / Title page / Checklist	Scrum	Complete	Alan worked on Executive Summary, Title Page, and Checklist
8	M1: Formatting	Scrum	In Progress	Formatting M1 in progress to ensure the document looks cohesive
9	M1: Grammar / Spelling Check	Unassigned	Incomplete	No team member was designated for spellcheck and grammar check duties.

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	M1: Review Draft of M1	Team	Incomplete	We each created individual portions of M1 but have not had a chance to review M1 as a whole
2	M1: User stories & High-Level Requirements	Team	Incomplete	We are only on V1 of Milestone 1

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 10/2
Diane Bilse	Present	Milestone 1 Due – 10/7
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	M1: User stories & High-Level Requirements Draft	Team	Complete	As a team we completed our first draft of M1
2	M1: Creating Personas and User stories	Front End	In Progress	Halia completed creation of the Personas and will work on User Stories
3	M1: Creating Data Definitions	Back End	Complete	Timmy created Data Definitions
4	M1: Functional Requirements	Back End	Complete	John created Functional Requirements
5	M1: Non-Function Requirements	Git Master	In Progress	Emily continued work on Non-Functional Requirements
6	M1: Competitive Analysis	Front End	Complete	Diane worked on Competitive Analysis
7	M1: Executive Summary / Title page / Checklist	Scrum	Complete	Alan completed on Executive Summary, Title Page, and Checklist
8	M1: Formatting	Lead	In Progress	Formatting M1 in progress to ensure the document looks cohesive
9	M1: Grammar / Spelling Check	Back End	In Progress	Timmy and John designated as spell and grammar check.
10	M1: Review Draft of M1	Team	In Progress	Continue edits of M1.
11	M1: Study Plans	Team	In Progress	Team will work on Study Plans

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	M1: Review Draft of M1	Team	In Progress	We are continuing to review M1 as a whole
2	M1: User stories & High-Level Requirements	Team	In Progress	We are only on V1 of Milestone 1

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 10/7
Diane Bilse	Present	Milestone 1 Due – 10/7
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	M1: User stories & High-Level Requirements Draft – Second Draft	Team	In Progress	We are continuing to edit milestone 1. See previous meeting minutes for detailed breakdown
2	Front End Study Group	Front End	In Progress	Halia and Diane are working together to progress their personal project
3	Back End Study Group	Back End	In Progress	Timmy and John are working together to progress their personal project
4	Misc. Study Group	Scrum / Git Master / Lead	In Progress	Su, Alan, and Miguel are working together to progress personal project
5	M1: Non-Function Requirements	Git Master	In Progress	Emily continued work on Non-Functional Requirements
6	M1: Review Draft of M1	Team	In Progress	Continue edits of M1. Halia will provide Miguel with larger copies of the user stories
7	M1: Study Plans	Team	Complete	Team has continued work on Study Plans
8	M1: Study Groups	Team	Complete	Broke out into Study Rooms

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	M1: Review Draft of M1	Team	In Progress	We are continuing to review M1 as a whole
2	M1: User stories & High-Level Requirements	Team	In Progress	M1 will be ready by Monday.

MEETING MINUTES 5.1	DATE 10/7/2024

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 10/9
Diane Bilse	Absent	Milestone 2 Due – 10/21
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	M2: Architecture & UI mock-ups and Vertical SW Prototype Draft	Team	Incomplete	We were all assigned Initial projects for M2
2	Frontend	Frontend	In Progress	Halia and Diane are working together to decide on the Style / Font and format of the app
3	Backend	Backend	In Progress	Timmy and John are working together to create a UML diagram for the Backend and API endpoints
4	Misc. Team	Scrum / Git Master	In Progress	Su will continue to manage the branches. Alan will get progress updates from team members. Both will work on UX flows

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Team Lead	In Progress	New meeting items are not agreed upon

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 10/14
Diane Bilse	Present	Milestone 2 Due – 10/21
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	Misc. Team Presentation / Progress	Scrum / Git Master	Complete	Su and Alan presented their UX flow. Will redesign because it was not as visually appealing as it should be.
2	Backend Presentation	Backend	Complete	Timmy and John presented their progress for their backend database.
3	Backend Progress	Backend	In Progress	Timmy and John continued progress on Schemas, API routes, relationships. UML diagrams were defined. Backend Demo server was made.
4	Frontend Presentation / Progress	Frontend	Complete	Halia and Diane presented their designs. Icons were also picked. Sitemap also defined.
5	M2 Formatting	Scrum / Team Lead	In Progress	M2 document was created and formatted.

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Team Lead	In Progress	New meeting items are not agreed upon
2	M2: Architecture & UI mock-ups and Vertical SW Prototype Draft	Team	Incomplete	Draft has not been completed progress has just started

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 10/16
Diane Bilse	Present	Milestone 2 Due – 10/21
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	M2: Architecture & UI mock-ups and Vertical SW Prototype Draft	Team	Incomplete	We will compile our various sections and work on each section of Milestone 2
2	Handed out assignments on Trello	Lead	Complete	Team lead assigned each pair their projects for Milestone 2 on Trello
3	Frontend	Frontend	Complete	Halia and Diane are working together on the design and as a team we have agreed on a font and style for our front end
4	Frontend Showcase	Frontend	Complete	Halia showed us some themes she was working on to form the basis of the design of our app
5	Backend	Backend	In Progress	Timmy and John are working together to create a UML diagram for the Backend and API endpoints
6	Support Staff (Formerly Misc. Team)	Scrum / Git Master	In Progress	Su will continue to manage the branches. Alan will get progress updates from team members. We will work on getting the UX flow into a more presentable format. (Will used previously unused role (Support Staff) as name for Scrum and Git Master when working together)

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Team Lead	In Progress	New meeting items are not agreed upon
2	M2: Architecture & UI mock-ups and Vertical SW Prototype Draft	Team	In Progress	Draft should be completed by the next meeting

MEETING MINUTES 6.2   DATE 10/16/2024

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 10/21
Diane Bilse	Present	Milestone 2 Due – 10/21
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Absent	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	M2: Architecture & UI mock-ups and Vertical SW Prototype Draft	Team	In Progress	Milestone 2 is on track for completion
2	Frontend	Frontend	In Progress	Worked on getting prototype and front-end code operable.
3	M2: Function Requirements	Team	Complete	As a team we worked on deciding what requirements have what functions had what priorities
4	M2: UX Flow	Scrum / Git Master	In Progress	Flows just need to be put onto the document when completed by Emily
5	Backend	Backend	In Progress	Timmy and John Completed Database Organization, APIs, and Data Definition sections on the documentation for M2
6	Support Staff	Scrum	In Progress	Worked on documentation of project filling out the Project Management / Key Risk and other Misc needs on the M2 Document.

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Team Lead	In Progress	New meeting items are not agreed upon
2	M2: Architecture & UI mock-ups and Vertical SW Prototype Draft	Team	In Progress	Draft should be completed by the next meeting

MEEETING MINUTES 7.1   DATE 10/21/2024

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 10/23
Diane Bilse	Present	Milestone 2 Due – 10/21
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	Milestone 2 Issues	**Team**	In Progress	The Milestone 2 demo had issues due to lapses in communication. The issue will be resolved by the next meeting time. (Must have result by Monday of next week)

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Team Lead	In Progress	New meeting items are not agreed upon

MEETING MINUTES 7.2	DATE 10/23/2024

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 10/28
Diane Bilse	Present	Milestone 3 Due – 11/4
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	Meeting Canceled	Team	Complete	Milestone 3 is on track for completion but due to Midterms it was decided to cancel meetings after a verbal roll call with progress updates
2	Roll Call	Team	Complete	All team members were present and agreed upon canceling meeting and reporting in changes through the week.

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Team Lead	Complete	Meeting Items for next meeting agreed upon

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 10/30
Diane Bilse	Present	Milestone 3 Due – 11/4
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Absent	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	Reported project progression	Team	Complete	Team gave quick overview on project status
2	Team Building Event	Team	Complete	The meeting ended early for a team building event.

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Team Lead	In Progress	New meeting items are not agreed upon

MEETING MINUTES 8.2   DATE 10/30/2024

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 11/4
Diane Bilse	Present	Milestone 3 Due – 11/4
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	M3: Project	Team	In Progress	Milestone 3 is on track for completion
2	Frontend Progress	Frontend	In Progress	Halia finished the profile page design and has begun coding it
3	Frontend Progress	Frontend	Complete	Diane finished the "write a review" card.
4	Component Progress	Git Master	Complete	Emily has finished review component
5	Backend	Backend	Complete	Timmy has continued to work on the prototype and has gotten several features functioning (Image uploading and delete function work)
6	Presentation Items	Scrum	Complete	Created Presentation items for Milestone 3
7	Secondary Meeting 1	Team	Complete	Meeting 11.2.2024 Used as a coding meeting where Team continued work on creating elements for completing milestone 3
8	Secondary Meeting 2	Team	Complete	Meeting 11.3.2024 Used to resolve merge conflicts and bring project to Milestone 3 readiness.

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Team Lead	Complete	Meeting Items for next meeting agreed upon
2	M3: Secondary Meeting	Team	Complete	A third/fourth meeting for this week has been put on the agenda

MEETING MINUTES 10.2 DATE 11/13/2024

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 11/18
Diane Bilse	Absent	Milestone 4 Due – 12/2
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	Project Progress Overview	Team Lead	Complete	Lead outlined additional needs for project
2	Assigned Tasks	Team	Complete	Assignment of tasks on Trello. Coding style Search UI design pages for admin, business owner, and regular users Admin dashboard Loading UI Remove quick Info Mobile support Claim this business Move all images from the public folder into Vercel Blobs User's profile page Image gallery Business Owner Insert more cafes and parks Script for MongoDB data entry
3	Skill Share	Team	Complete	Lead presented react tutorial to team

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Team Lead	Complete	Meeting Items for next meeting agreed upon

MEETING MINUTES 11.1   DATE 11/18/2024

PARTICIPANTS	STATUS	IMPORTANT DATE
Alan Yu	Present	Next Meeting – 11/20
Diane Bilse	Present	Milestone 4 Due – 12/2
Halia Tavares	Present	
John Bagwell	Absent	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Absent	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	M3: PDF	Team	Complete	Milestone 3 page was completed

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Team Lead	Complete	Meeting Items for next meeting agreed upon

MEETING MINUTES 11.2   DATE 11/20/2024

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 11/25
Diane Bilse	Present	Milestone 4 Due – 12/2
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	Integration Test Started	Team	In Progress	Timmy started integration testing process.

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Team Lead	In Progress	New meeting items are not agreed upon

MEETING MINUTES 12.1	DATE 11/25/2024

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 11/27
Diane Bilse	Present	Milestone 4 Due – 12/2
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	Thanksgiving Break	Team	In Progress	Thanksgiving Break
2	Unofficial Meetings	Team	Complete	Various team members continued to work on and complete integration testing during the break.

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Team Lead	Complete	Canceling Next Meeting

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 12/2
Diane Bilse	Present	Milestone 4 Due – 12/2
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	Thanksgiving Break	Team	Complete	Thanksgiving Break Concluded (11/29)
2	Additional Meeting to complete M4 (11/30 and 12/1)	Team	Complete	We had additional group meetings to complete implementation and document M4

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Team Lead	In Progress	New meeting items are not agreed upon

MEETING MINUTES 13.1 — DATE 12/2/2024

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 12/4
Diane Bilse	Present	Milestone 5 Due – 12/9
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	Group Meeting Canceled	Team	Complete	Group Meetings were canceled
2	Frontend	Frontend	Complete	Halia 1 on 1 with Lead Diane 1 on 1 with Lead
4	M2: UX Flow	Scrum Master / Git Master	Complete	Sue 1 on 1 with Lead Alan 1 on 1 with Lead
5	Backend	Backend	Complete	John 1 on 1 with Lead Timmy 1 on 1 with Lead

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Meetings	Scrum / Team Lead	In Progress	New meeting items are not agreed upon

PARTICIPANTS	STATUS	IMPORTANT DATES
Alan Yu	Present	Next Meeting – 12/9
Diane Bilse	Present	Milestone 5 Due – 12/9
Halia Tavares	Present	
John Bagwell	Present	
Miguel Antonio Logarta	Present	
Su Tun (Emily Su)	Present	
Timmy Tram	Present	

ITEM	ACTION	OWNER	STATUS	RESULT
1	M5: Final Presentation	Team	Complete	Completed PowerPoint
2	PowerPoint Progress	Frontend	Complete	Turned in PowerPoint Slides
3	PowerPoint Progress	Scrum / Git Master	Complete	Turned in PowerPoint Slides
4	PowerPoint Progress	Backend	Complete	Turned in PowerPoint Slides

Future Action Items

ITEM	FUTURE ACTION	OWNER	STATUS	REASONING
1	Plan for Future Team building	Scrum / Team Lead	Complete	We will have one more meeting after this one to have a wrap up party