Meeting	Dates	Attendees	Agenda
1.	September 11th, 2024 (Discord)	Roy Alkhoury Anthony Josh Legrama Janelle Kwofie Bach Ngo	• Discuss SRS and how we want to divide work. • Officially welcome Janelle to the team
2.	September 18th, 2024 (Discord)	Roy Alkhoury Anthony Josh Legrama Janelle Kwofie Bach Ngo	• Go over current progress in each Section.
3.	September 23rd, 2024 (Discord)	Roy Alkhoury Anthony Josh Legrama Janelle Kwofie Bach Ngo	• Go over current progress in each Section.
4.	September 25th, 2024 (Discord)	Roy Alkhoury Anthony Josh Legrama Janelle Kwofie Bach Ngo	• Go over current progress in each Section. • Officially approve work to add to SRS. • Create Presentation for 9/30.
5.	September 30th, 2024 (Discord)	Roy Alkhoury Anthony Josh Legrama Janelle Kwofie Bach Ngo	• Go over any presentation and any comments from the professor. • Prepare SRS for submission.
6.	October 16th, 2024 (Discord)	Roy Alkhoury Anthony Josh Legrama Janelle Kwofie Bach Ngo	• Discus Phase One feedback and Phase Two division of work
7.	October 23rd, 2024 (Discord)	Roy Alkhoury Anthony Josh Legrama Janelle Kwofie Bach Ngo	• Discuss drafts for Phase Two
8.	October 28th, 2024 (Discord)	Roy Alkhoury Anthony Josh Legrama Janelle Kwofie Bach Ngo	• Prepare Design Specification for submission.

1.1. Meeting Minutes

<u>Project Meeting: September 11th, 2024</u>

NOTES:
- Janelle did a brief introduction to the team and explained her current ideas for the project.
- The team goes over their current outline for the project and what Janelle could take on.

TO DO's:
- Janelle will take Section One and Four, and serve as a fill in for work that needs to be completed.
- Roy will take Section Two, and serve as a fill in for work that needs to be completed.
- Bach will take Section Three and assist on the diagrams.
- Anthony will take the lead on the diagrams.

USAGE IDEA:
- College Enrollment System with main actors Student and Administrator.

RESOURCES:
- Google Drive: 🖻 CS 401 Project
- Check email for GitHub link.

<u>Project Meeting: September 18th, 2024</u>

NOTES:
- Everyone went over their current ideas for each Section.
- SRS Document was created but needs to be formatted before use.

TO DO's:
- Janelle needs to format the SRS. Everyone will work on separate documents until the formatting issues are fixed

USAGE IDEA:
- See previous meeting.

RESOURCES:
- See previous meeting.

<u>Project Meeting: September 23rd, 2024</u>

NOTES:
- Officially approved everyone's ideas for the SRS.
- SRS is now fully operational for edits.

TO DO's:
- Finish assigned Section for SRS.
- Create Presentation.

USAGE IDEA:
- See previous meeting.

RESOURCES:
- See previous meeting.

Project Meeting: September 27th, 2024

NOTES:
- Bach volunteers to routinely check the document and add revisions and comments.
- Goes over current work done on the SRS.
- During meetings people switch sub-sections that they are confused on or that they believe they can improve upon.

TO DO's:
- Janelle takes Section 2.1.
- Bach takes over Section Four to add more information.
- Anthony also takes on Section Four to add more information.
- Roy takes on Section Three to add more information.
- Reformat Presentation and finalize the content on the slides.

USAGE IDEA:
- See previous meeting.

RESOURCES:
- See previous meeting.

Project Meeting: September 30th, 2024

NOTES:
- Went over UML and decided to add a couple more Use Cases and Use Case Diagrams.
- SRS is almost completed, grammar and formatting edits will be done until Tuesday.

TO DO's:
- Complete Section 6 and the Sequence Diagram.

USAGE IDEA:
- See previous meeting.

RESOURCES:
- See previous meeting.

Project Meeting: October 1, 2024

NOTES:
- Finished the Sequence Diagram.
- SRS is finalized. Grammar and formatting edits were all fixed.

TO DO's:
- Turn in the Phase One Slides and SRS to Canvas.

USAGE IDEA:
- See previous meeting.

RESOURCES:
- See previous meeting.

Project Meeting: October 16th, 2024

NOTES:
- Went over improvements and notes given from SRS and Phase One Presentation
- Discussed the division of work for Phase Two and schedule

TO DO's:
- Come to next meeting with ideas for how to do the design specification

USAGE IDEA:
- College Enrollment System with main actors Student and Administrator.

RESOURCES:
- Google Drive: ▣ CS 401 Project
- Check email for GitHub link.

Project Meeting: October 23rd, 2024

NOTES:
- Everyone presented their ideas for their part in Phase Two and changes that needed to be made to the SRS

TO DO's:
- Come to next meeting with final draft of your part

USAGE IDEA:
- College Enrollment System with main actors Student and Administrator.

RESOURCES:
- Google Drive: ▣ CS 401 Project
- Check email for GitHub link.

Project Meeting: October 28th, 2024

NOTES:
- Everyone presented their final parts to be added to the Design Specification

TO DO's:
- Presentation and Phase Two due on October 30th, 2024

USAGE IDEA:
- College Enrollment System with main actors Student and Administrator.

RESOURCES:
- Google Drive: ▣ CS 401 Project
- Check email for GitHub link.