# Meeting Report

Meeting: Milestone 1 - Weekly meeting 2 of 2

Date and Time: 2/5/25, 11:50am – 1:00pm

Present: Aidan Dougherty, Kevin Pett, Matthew Gubler, Michael Short

**Agenda items:**

**Finish Milestone 1 deliverables (pre-production discussion)**

**Action items:**

**Product Owner: Add features to Zenhub as we discuss**

**Scrum Master: Write user stories**

**Developer: Write the SRS document for submission for milestone 1**

**Recorder: Keep the meeting on pace and record minutes**

**Minutes**

11:50am: Review roles and responsibilities for milestone 1

11:55: Figured out role rotation for all milestones

12:00pm: Project vision statement discussion

12:05: Brainstorming functionalities of Task Manager project

12:25: Writing user stories and non-functional requirements

12:40: Planning first sprint and deciding on technologies for development

12:50: Preparing milestone 1 deliverables for submission