

# Team 30 Meeting Minutes

**Date: 09/3/2025**

**Location: ZOOM**

<b>Started Meeting at:</b>	
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## **Business:**

<b><u>Agenda:</u></b>	<b><u>Notes:</u></b>
<b>Updates:</b>	<b>Meeting with client:</b>  <b>9/8 2:30-3:30 Zoom Tentative</b>  <b>Meeting with Professor:</b>  <b>9/18 12:05 EME B55</b>
<b>Assignments:</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> <del>Team Inventory</del></li><li><input type="checkbox"/> Project Description Section</li><li><input type="checkbox"/> Solution Approach Selection</li><li><input type="checkbox"/> Testing and Acceptance Plans Section</li><li><input type="checkbox"/> Prototype Project Report – Draft</li><li><input type="checkbox"/> Prototype Project Report - Final</li></ul>	<b>Next assignment due September 12th</b>
<b>Sprints:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Sprint 1:</li><li><input type="checkbox"/> Sprint 2:</li><li><input type="checkbox"/> Sprint 3:</li></ul>	<b>Currently on Sprint 1</b>
<b>Gaynay:</b>	<b>Modeste:</b>

<p>When you meet me at my office at the scheduled time, we will discuss:</p> <p>After meeting with client</p> <ul style="list-style-type: none"><li>• Functional and non-functional requirements</li><li>• Possible use stories</li><li>• Plans for upcoming meetings with clients</li></ul>	<p>Took a few notes during the meeting. Didn't have enough time to ask the client a lot of questions right away but we had a better idea of what they wanted.</p>
<p><b>End Meeting at:</b></p>	