

Monday, September 16th @ 9:00am

Purpose: First meeting, assign roles

Attendance: (half of the team because of scheduling conflicts) Nevan Snider, Jana Frady, Lena Palmieri

Lena reached out to the team and asked everyone to share their availability. The availability varied quite a bit and there was no time that aligned with everyone's availability. We decided to have some of the team meet to start the project and find a better time during the following week to have everyone meet.

Nevan and Lena had a class at 11:00am and had to leave. Jana made a group chat with all the members, so we can communicate meetings times easier.

We discussed how to fill out certain parts of the document and planned out our project timeline. Everyone at the meeting also filled out their availability and contact information.

Wednesday, September 25th 5:00pm

Purpose: Complete project plan & read me profiles

Attendance: Ayoub Lamrani, Felix Balandran, Gaven Behrends, Nevan Snider, Jana Frady, Lena Palmieri (Full Team)

Today we were able to complete the remaining sections of the project plan, we collaborated to complete section 4, management process and all remaining sub headers. Individually we were able to complete our profiles in the readme file of our repository. With this being our first meeting with all team members present we were able to gain a feel for one another's skill sets and we discussed roles for each member going forward in the project. With the meeting lasting only an hour and a half we showcased our productivity as a team, we are excited to move forward together as a unit.