

## **Weekly Meeting for Project**

**Meeting Minutes – 15<sup>th</sup> April 2025, 10:00AM to 12PM**

**Venue** – 3490 Schmon Parkway (Justin's Residence)

### **Attendance –**

- Geoffrey Jensen – Scrum Master
- Nicholas Parise – Product Owner
- Ethan Brennan
- Stephen Stefanidis
- Justin Thomas Bijoy
- Anthony Medico

### **Agenda –**

- Outstanding Work
- Next Steps

### **Minutes**

- **Presentation Planning**
  - o Added content to the slides based on our presentation script.
  - o Made final tweaks and small improvements where possible.
  - o Discussed additional ideas for potential CSS enhancements.
  - o Finalized the presentation script and assigned speaking roles to each team member.
- **Upcoming Actions**
  - o Finalize the slide deck.
  - o Wrap up all remaining presentation-related tasks.
  - o Properly close all Jira items.
- **Tools and Resources:**
  - o Jira for task management and sprint tracking.
  - o GitHub for version control and collaborative development.
  - o Discord for daily communication and updates.

### **Next Meeting:**

End of Sprint 7 and End of Project will be held next week, **17<sup>th</sup> April 2025 and 10:00AM to 12:00PM.**