**MEETING MINUTES**

**Professional Computing Project Team 03**

**MEETING OVERVIEW**

**Date:** August 14, 2025

**Time:** 12:00PM

**Duration:** 1 hour

**Purpose:** **:** Project update meeting to discuss progress on web scraping tool development for client Chris and address team composition changes

**Attendees:**

* Matt Noble
* Rania Khan
* Hazel Wang
* James Felstead
* Chunyu Zheng
* Peter Fang

**KEY DISCUSSION POINTS**

**Project Scope Management**

The team successfully negotiated with **client Chris** to reduce project scope from two complex components to a single, manageable web scraping functionality. Team memebers conducted a productive client meeting on Monday where they effectively communicated timeline concerns and technical challenges, resulting in client agreement to the revised scope.

**Technical Implementation Strategy**

The project involves creating a **web scraping tool** to help Chris search for academic documents (PDFs) across library websites using keyword searches. The team discussed breaking the project into manageable components:

**Core Components Identified:**

* URL processing and website navigation
* PDF searching and document identification
* Cloud storage integration
* User input handling and interface

**Technology Solutions Explored:**

* Existing APIs for library access
* AI models for intelligent web crawling
* Custom development approaches
* Integration frameworks

**Project Management and Coordination**

**Project management tools discussion:**

* **ClickUp** identified for task tracking and project management
* Emphasis on detailed implementation planning and task breakdown
* Need for effective collaboration frameworks established

**DECISIONS MADE**

1. **Project Scope:** Finalized focus on web scraping component only, abandoning the second original project component
2. **Client Expectations:** Established that functionality takes priority over polished UI, and local deployment is acceptable
3. **Timeline Approval:** Client Chris accepted the revised scope and timeline
4. **Meeting Schedule:** Next meeting scheduled for **Monday at 12:00 PM** (same time as previous week)
5. **Project Management Tool:** **ClickUp** selected for task tracking and project organization

**ACTION ITEMS**

|  |  |  |
| --- | --- | --- |
| **Task** | **Responsible Party** | **Deadline** |
| Schedule comprehensive implementation planning session | Team | Before next Client meeting |
| Create detailed task breakdown in ClickUp | Team | TBD at planning session |
| Finalize technology stack decisions | Team | At planning session |
| Define component interfaces and system architecture | Team | At planning session |
| Complete PDP assignments | Individual members | August 15, 2025 |

**NEXT STEPS**

**Monday Meeting Priorities (August 18, 12:00 PM)**

* **Active development planning:** Move from planning to implementation phase
* **Task division:** Allocate responsibilities among five team members
* **Technical architecture:** Finalize system design and technology stack decisions
* **Project timeline:** Establish detailed milestone schedule

**Development Focus Areas**

* **Core functionality:** Deliver functional web scraping capabilities
* **Stretch goals:** Consider additional features if time permits
* **Quality assurance:** Maintain focus on reliable, working solutions
* **Client satisfaction:** Ensure deliverables meet Chris's requirements

**CONCLUSION**

The team is well-positioned to move forward after successfully managing client expectations and establishing a realistic project scope. The group will maintain focus on delivering functional web scraping capabilities while considering potential stretch goals if time permits. Team morale remains positive despite the membership change, with strong consensus on work quality and commitment levels among remaining members.

**Meeting Minutes Prepared by:** Rania Khan  
**Date Prepared:** August 14, 2025  
**Next Meeting:** Monday, August 19, 2025 at 12:00 PM