**Team Meeting Report**

| Group Name: 12 | Reporting Period Monday and Friday |
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| Meeting Report Created Project overview, User guide / Walkthrough and Credit Sheet for Phase 1 ||

| Date(s) and times of Meeting: Monday 4:30 – 5:30 & Friday 6:15 – 7:15 ||

| Attendees Tanishq Mor, Mark Ashinhust, Samuel Arenson, Sara Kane, Juls Hizarsa ||

| Absentees None ||

| Agenda | Resolutions |
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| 1. On Monday we first wanted to figure out who will be the scrum master. Then figured out which team member would be doing what tasks. We got started on the project requirement documents.<br><br>2. Second Meeting was on Friday during that time the team wanted to work on creating the mockup for the application we are building. | 1. We as a team decided that Tanishq would the scrum master for this phase. We figured out that Juls and Tanishq would work on the Project Overview and Software Requirement document. Juls would also be creating the credit sheet. Mark, Sara and Samuel would work on the User's guide and GUI mockup. Tanishq and JC worked on the project overview, and they created a rough draft of all the functional and non-functional requirements.<br><br>2. Samuel, Mark, and Sara worked on the mockup for the project. Mark worked on the GUI design using the project overview document. Samuel and Sara worked on the User Guide using the GUI screenshots provided by Mark. |