Feb 6, 2025 | 📅 447 meeting

1. **Attendees**: Jay Patel, Tej Gumaste, Shayaan Mohammed, James Hanselman, Kaleb Howard, Andrew Reyes
2. **Time:** 11:30 AM to 12:01pm
3. **Location:** Leep 1320 Room.
4. **Objective:** The main agenda of today was to meet and get to know each other, allocate team member roles and discuss the first assignment. Since we all didn't know each other from before, we held this meeting to learn about each other and discuss our first assignment.
5. **Tasks Allocated:**
   a. Tej: to setup github, prepare for the next meeting (agenda, location), and help Jay with Project part 1 document if needed.
   b. Jay: To complete the meeting log and project part 1 documentation by due date.
   c. Others were assigned a more general task to research about tools that they will be using in further project parts, for example learning basic SQL and DB management.
6. **Brainstorming:**
   a. We started off by reading the project vision and what we are supposed to do for the first part of the project.
   b. After that, we started talking about what entitles we want for our project like Books, published articles, Tech product checkouts, etc..
   c. Once we discussed the vision and scope statement, we moved onto deciding our roles for this project.
   d. Everyone was asked one-by-one what they want their part to be in this project.
   e. Roles allocated are as followed:
      i. Tej: Team Admin
      ii. Jay: Documentation and UI
      iii. James: User Interface and Interaction
      iv. Shayaan: System Design and Development
      v. Kaleb: System Design and Development
      vi. Andrew: Quality Assurance and Testing.
   f. We decided that Github will be used as our main source for storing the documentation, meeting logs, and source code.
7. **Task Completion Confirmation:** NA
8. **Follow-up Actions:** We decided that the next meeting will be scheduled in the following week at the same time and location. Since other team members are doing their respective research, Jay and Tej will be completing the document and submitting it once completed and reviewed by team members.