

Minutes of Meeting (MoM)

Project Title: 08-FA25-SP26-MD-MOB

Team Number: ____08____

Client / Sponsor: ____Thea Fuhs____

Mentor(s): ____Kumar, Parteek____

Date: ____9/3/25____

Time: ____4:30 PM____

Location / Platform (Zoom/Office/etc.): Zoom

Participants (Team & Client): Willow, Justin, Ryann, Thea

Meeting Number / Version: 1

1. Agenda

- Item 1: Get an idea of the project background
- Item 2: Get a descriptive understanding of the problem
- Item 3: Identify stakeholders and deliverables

2. Key Discussion Points

- _____
Who does this project serve and why is it important?
- _____
Preferred application for the project
- _____
Form of communication moving forward

3. Decisions Made

- _____
This project serves a nonprofit organization in Moscow that helps disabled adults.
Tracking the purchases made by the residents and organization for state records.
- _____
Low budget mobile app
- _____
Email

4. Action Items / Responsibilities

- Task: Schedule next meeting | Assigned To: ____Willow____ | Deadline: ____9/3/25____ | Priority: low
- Task: Finish up meeting notes | Assigned To: ____Ryann____ | Deadline: ____9/3/25____ | Priority: low

5. Client Feedback / Clarifications

- _____

-

7. Next Steps & Follow-Up

- Deliverables before next meeting: Discussing project description document and requirement and specification document with our client.
- Next meeting scheduled on: Monday 9/15 4:40PM
- Agreed communication channel: Zoom

Prepared By: Ryann Lacks

Date of Circulation: 9/3/25