

Minutes of Meeting (MoM)

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

Team Number: ____08____

Client / Sponsor: ____Thea Fuhs____

Mentor(s): ____Kumar, Parteek____

Date: ____9/22/25____

Time: ____4:40 PM____

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

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

Meeting Number / Version: 2

1. Agenda

- Item 1: Go over the use cases/ scenarios
- Item 2: Discuss any changes that need to be made
- Item 3: Discuss when the next meeting will be

2. Key Discussion Points

- _____
Sharing our functional and non-function requirements.
- _____
Sharing our use cases, are there any use cases we want to add?
- _____
Web or mobile application?

3. Decisions Made

- _____
Both function and non-function requirements are all good!
- _____
Editing the relationship between an administrator and supervisor role.
- _____
Web application is preferred.

4. Action Items / Responsibilities

- Task: Reorganizing the way we assign roles. New assignment to administrators / supervisors. | Assigned To: Team | Deadline: Friday 9/26 | Priority: High.
- Task: Working on the next assignment | Assigned To: Team | Deadline: 9/23 | Priority: Medium

5. Client Feedback / Clarifications

- _____
Log history should be a feature for both admin and supervisors.

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Administrators would approve or delete accounts (supervisors, clients), and locations. Admin has access to all houses and clients; supervisors only have access to their house.
- When someone deletes an item, leaving a note as to why it is being deleted.
- Option to restore an item from deletion.
- With condition, specify if it needs to be fixed, replaced, something is missing, etc.

6. Linkage to Deliverables (optional)

- Relevant Requirement Document Section(s):
- Impact on Sprint / Milestone:
- Presentation / Report Updates Needed:

7. Next Steps & Follow-Up

- Deliverables before next meeting: Updating the access each role has in the application.
- Next meeting scheduled on: Tuesday 9/23/25 6:30PM
- Agreed communication channel: Zoom

Prepared By: Ryann Lacks

Date of Circulation: Monday 9/22/25