

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