

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

- _____

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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

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