Meeting Logs

**Meeting 01:**

**WHEN:** 09/18/24 @ 3:30 PM

**PURPOSE:** Discuss project plans and documentation. Establish team roles.

**ATTENDANCE:** Aidan, Trey, Ellie, Charley

**SUMMARY:**

Abishai was not present due to scheduling conflicts. Will work to find a better time for all group members.

Introduced ourselves to begin first meeting. Discussed programming language strengths, all attendees have the strongest background in Python.

Discussed best meeting days, Fri. @ 10:00-10:30 seems to be effective for 4/5 members.

TEAM ROLES:

**SCRUM MASTER:** TBD

**PROJECT LEAD:** Trey Baptista III

**TECH LEAD (Lead programmer):** Charley Findling

**QA LEAD:** Ellie

**UX DESIGNER:** TBD

**CONFIGURATION MANAGER/ASSISTANT PROGRAMMER:** Aidan Prather

**Project Management Plan Work Division**:

Section 1: Trey & Aidan

Section 2: Charley

Section 3: Ellie

Section 4: Ellie & Aidan

Section 5: Aidan

Planned to begin work on the Management Plan within the next week, filling out whichever sections can be completed at the time. Documentation work was divided between group members to better distribute the workload.  
  
Confirmed all attendees have access to the GitHub and planned for each to upload their information to the member\_information folder.

Discussed programming details, informing others about the C++ Bootcamp provided within the EECS KU wiki to better familiarize ourselves with the language.