

## Project Meeting Log

Date: February 12, 2025

Time: 3pm

Location: Remote

Team Members Present (Y or N)

Allie	Brandon	Sophia	Vivian	Timo	Riley
Y	Y	Y	Y	Y	Y

Objective: 2nd meeting to talk about the tasks we need to get done

Tasks Allocated:

- Timo will work on the vision statement and change the wording from Brandon's Draft
- Timo listed tasks to finish
  - Submit github link (Timo)
  - Update team profiles (Everyone)
  - Expand the vision (Timo) and Scope (Brandon & Riley)
- Come up with a team name called "The Book Keepers"
- Sophia: Finish team profile and upload meeting logs on Github
- Allie: Upload Team Organization on GitHub

Task Completion Confirmation: