

**Date:** February 5, 2025

**Time:** 3:00 PM - 4:30 PM

**Location:** KU School of Engineering LEEP 1324

**Objective:** First team meeting meant to discuss the vision and scope for this project as well as reviewing the requirements for part 1 and assigning tasks for everyone.

**Team Members Present:** Alexandra, Sophia, Riley, Brandon, Vivian, Timo

**Task Completion Confirmation:**

- Sophia: None
- Brandon: None
- Alexandra: None
- Riley: None
- Timo: None
- Vivian: None

**Brainstorming Session:**

- Reviewed the project overviews of the library management system
- Timo wrote on the whiteboard the different roles and their description
- Everyone choose their role and added it to their team profile
- Created the GitHub and organized it by adding a folder for all meeting logs.
- Discussed the vision statement and wrote the rough draft down.
- Discussed and assigned tasks for everyone.
- Discussed the scope of the project and Timo used the whiteboard to draw it out.

**Tasks Allocated:**

- Sophia: Complete profile, scope and vision statement (due February 12, 2025)
- Brandon: Complete profile, scope and vision statement (due February 12, 2025)
- Alexandra: Complete profile, scope and vision statement, reserve a room for next meeting (due February 12, 2025)
- Riley: Complete profile, scope and vision statement (due February 12, 2025)
- Timo: Complete profile, scope and vision statement, email Professor about length and difference of scope and vision (due February 12, 2025), upload work to GitHub, submit GitHub link (due February 16, 2025)
- Vivian: Complete profile, scope and vision statement (due February 12, 2025)

**Follow-Up Actions:**

Schedule the next meeting for February 12th, at 3:00 PM to review and finalize the requirements left for Project Part 1.