

## Project Meeting Log

Date: February 5, 2025

Time: 3pm

Location: KU School of Engineering LEEP 1324

Team Members Present (Y or N)

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

Objective: First team meeting

Tasks Allocated:

- Look over the project overview of the library management system
- Timo wrote different roles on the whiteboard and descriptions of each role (team leader, secretary, note taker, and coder (x3))
- We all got to choose our own roles and put our contact information and availability
- Timo got to write down the vision statement
- Started setting up the github and created folders to keep things organized
- write the tasks down what we need to get done
  - Complete profiles (everyone)
  - Upload everything to Github (Timo)
  - Scope and vision (everyone)
  - email Professor Saiedian about length and difference of scope and vision (Timo)
  - Submit the github length (Timo)
- Timo renamed the document to "Team Organization" of the different roles and description
- Timo sketched out a diagram of the scope. He included:
  - Borrower
    - Faculty (Info, history)
    - Students (Info, history)
  - Borrowable entity (magazines, books, digital media)
  - Borrows
    - Late Fees (day late)

Task Completion Confirmation: