

Date: February 12, 2025

Time: 3:00 PM - 3:40 PM

Location: Virtual Meeting (Discord)

Objective: Second meeting to discuss the tasks left

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

Task Completion Confirmation:

- Sophia: Team profile (in progress), decided on team name (completed)
- Brandon: Team profile (completed), decided on team name (completed), added to scope statement (completed)
- Alexandra: Team profile (in progress), decided on team name (completed)
- Riley: Team profile (in progress), decided on team name (completed)
- Timo: Team profile (in progress), decided on team name (completed)
- Vivian: Team profile (in progress), decided on team name (completed)

Brainstorming Session:

- Reviewed everything that was either in progress or completed so far.
- Additionally, we reviewed requirements for Project Part 1 given on Canvas as well as the information Brandon received from his discussion with Professor Saiedian.
- We noticed that the majority of our team profiles we thought were finished needed some more information. So, we tasked everyone with incomplete team profiles to make those changes.
- Another thing we noticed was that our scope and vision didn't meet the length requirement. So, Timo and Brandon got tasked with increasing the length and adding the finishing touches.
- As a group we decided that "The Book Keepers" would be our team name.
- This was a short meeting that was mainly only to touch base with everyone and make sure we're still on track for finishing by the deadline.

Tasks Allocated: (due February 16, 2025)

- Sophia: Complete profile (due February 16, 2025)
- Brandon: Complete profile, polish the scope statement (due February 16, 2025)
- Alexandra: Complete profile, upload documents to GitHub (due February 16, 2025), reserve a room for next meeting (due February 19, 2025)
- Riley: Complete profile (due February 16, 2025)
- Timo: Complete profile, submit GitHub link, polish the vision statement (due February 16, 2025)
- Vivian: Complete profile, scope and vision statement (due February 16, 2025)

Follow-Up Actions:

Schedule the next meeting for February 12th, at 3:00 PM to discuss Project Part 2.