

Decisions made ->

- We decided that we would prioritize the Google Chrome extension instead of the website as long as that's acceptable by the TAs and the project requirements
- We decided to order events by the due date (soonest at the top of the list)
- We decided that we would have two tabs in the extension
 - TODOs: Displays the TODOs ordered by the due date with the following details:
 - Name
 - Time
 - Location
 - Details (additional text box that the user can add to it)
 - Link to open in browser
 - Button to send to another user
 - Send Note: Allows users to send TODOs/notes to another user
- Changed the send notes functionality idea to just sharing events instead of notes and TODOs
- Added a new tab on the top that allows users to view their shared events and manage them there without having to accept them in a new tab

Alternative actions/options discussed ->

- Discussed the option of using a website vs. a chrome extension for the application

Follow-up items, including agreed-on roles and responsibilities ->

- Figure out how to download data from shared events