**Location:** Microsoft Teams

**Date:** 1/14/2022

**Time:** 7:30 PM

## Attendance

Andre, Sam, Seamus, Kellie

## Agenda Items

1. Introductions
2. Overview of Project
3. Requirements Gathering
4. Setting Expectations
5. Wrapping Up

## Action Items

1. Team will meet with Matt Redmond for access
2. Storyboard (public end/ admin end)
3. Team will evaluate user flow