**A Brush Up Internal Management System**

*Team Meeting Minutes*

**Date:** 4/10/2023

**Time:** 7:30PM – 8:30 PM

**Location:** Discord Call

**Head of Meeting/Minute Taker:** Anthony D’Alessandro

**Attendees:**

Mouaz Ali

Anthony D’Alessandro

Scott Kinnie

Pooja Shah

Yash Maisuria

**Meeting Points**

* Presentation was moved from Thursday (4/6) to Tuesday (4/11) so the team worked together to troubleshoot small issues before the demo presentation;
  + Anthony will use his laptop just like Milestone #2 in which the project will run locally on the laptop and the screen will be displayed through the projector in class.
* Went over new Milestone #4 requirements and started planning for each new task as well as finishing implementing and optimizing project requirements
  + The team decided to start working on the user manual despite the project not being completely finished in which the features that are least likely to have major changes will be included in the manual to start with.
  + Any necessary changes to the user manual will be made as needed and whatever missing sections will be added as they are completed in the project as a whole.
  + The team agreed to wait until the project is complete to start recording any parts of the video tutorial since going back and editing videos is more time consuming than making changes in the user manual for example.

**Next Meeting Plans**

**Date:** 4/9/2023

**Time:** 7:30PM - 8:00PM (Approximate)

**Location:** Online/Discord

**Potential Meeting Points**

* Review progress on project as a whole, review what is still needed for each aspect of the Milestone #4 requirements, and work on remaining project functionalities