**A Brush Up Internal Management System**

*Team Meeting Minutes*

**Date:** 4/16/2023

**Time:** 7:45PM – 8:45 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**

* Mouaz presented his progress on the user guide and shared the document with the group with editing privileges.
* Anthony presented his progress on adding various functionality requirements to the project and the team helped make improvements and fix errors;
  + Anthony changed the employee register page & logic layer code so the user ID is automatically entered into the database rather than having the user enter it;
    - The team helped fix an issue where the employee information was being entered as “null” in the database.
  + Anthony added a performance report option to the homepage and created corresponding performance report HTML pages.
  + Pooja helped fix an issue on the “View Job Report(s)” and “View Job Invoice(s)” pages where the data was being pulled in the wrong order from the database.
  + The team helped fix an issue where the “home” link was returning admin-level users to the employee-level homepage rather than the admin homepage.
  + Fixed an issue where the web page was returning an error if there were no existing job reports/invoices and the user selected “View all Job Reports/Invoices”.
* The team coordinated schedules to plan for specific dates/times to continue working on the project together.

**Next Meeting Plans**

**Date:** 4/23/2023

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

**Location:** Online/Discord

**Potential Meeting Points**

* Review overall project progress and prepare final documentation for Milestone #4
* Finish any remaining requirements such as the video tutorial and start preparing the demo