**A Brush Up Internal Management System**

*Team Meeting Minutes*

*Final Meeting*

**Date:** 4/23/2023

**Time:** 7:30PM – 8:15 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**

* Anthony presented the progress that was made on the newest version of the project;
  + Performance report functionalities were added that allow administrative users to view all reports and supplementary data such as the total cost and averages of spending categories in a specific range of dates
  + A “View All Employees” function was added for administrative users
  + The ability to edit profile & login information was added
  + The front end was almost entirely redesigned and the team gave their input on any last designs that should be changed/added
* The team reviewed the last remaining project requirements that still needed to be implemented;
  + Various functions that allow administrative users to add/edit sensitive information for system users
* The team reviewed the last remaining documentation requirements that still needed to be finished;
  + Mouaz updated the team on the user guide progress and we agreed to start taking screenshots since most of the front-end designs were complete
  + The team began planning for creating the presentation in which we talked about including information such as a list of the functionalities that were implemented since Milestone #3 as well as which functionalities were improved upon
  + Scott agreed to start working on the video tutorial
* Anthony agreed to do the same demo process as before where the team loads the project on his laptop to present during class