

## Instructor Minutes of Meeting

**Project Name:** Cyber3 – Delphi Web Tool

**Client Name:** James Crabb

**Date:** 24/09/2024

**Time:** 1:30pm – 1:45pm

**Location:** EME Room B55

**Attendees:**

- Instructor: Parteek Kumar
- Griffin Gerry
- William Heinecke

**1. Agenda**

- Discussing GitHub progress
- Discussing Requirements Gathering

**2. Meeting Summary**

- **Key Discussion Points:**

- Discussion Point 1: How are client meetings and how often are they.

- Discussion Point 2: Not enough progress shown on GitHub.

- **Decisions Made:**

- Need to schedule more meetings with the client.
  - Need to update the GitHub to reflect the progress made during Spring 1.

- **Action Items:**

- Action Item 1: More meetings need to be scheduled with the client. Due ASAP.
  - Action Item 2: More task tracking needs to be reflected in GitHub by 05-10-2024.

**4. Next Steps**

- Get in touch with the client to schedule more meetings.
- Track more tasks on GitHub

**5. Next Meeting**

- **Date:** Unknown
- **Time:** Unknown
- **Location:** EME Room B55

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**Meeting Notes Prepared By:** William Heinecke

**Date:** 24/09/2024