Progress

- First meeting with sponsor (whole team)
- Set up communication channels with team and sponsor
- Set up time tracking spreadsheet
- Team discussions regarding project requirements

Risks

- Some requirements still need to be further developed, specifically for feature ideas that were brought up at this week's sponsor meeting
- Workflow on campus groups might be redundant - will have to communicate with sponsor's needs and wants
- Backend development and investigating requirements might take longer due to unfamiliar territory and technologies

Plans

- Project Synopsis for website (Brian)
- Finalization of Initial Project Tools (Whole Team)
- Domain Model (Noah, Paul)
- Development Methodology (Noah)
- Process and Project Metrics (Peyton)
- Additional Elements and Final Plans (Whole Team)
- Project website setup (Anjan, Xuhang, Brian)
- Add tasks to meeting agenda (Whole Team)

Needs

- Figure out event sign up workflow - qr codes for each event
- Get an idea of the RIT hosting service
- Non-Disclosure forms from Coach Martinez