

Meeting Log

Meeting Schedule

- **Day:** Friday or Saturday
- **Time:** Any time between 6:00 PM Friday and 8:00 PM Saturday
- **Location:** Virtual meetings via Discord or Zoom
- Exceptions from this scheduled permitted as availability shifts

Meeting 1

- Meeting not precisely scheduled and was instead conducted over several days virtually.
- **Team Members Present:** Full attendance
- **Objective:** Determine availability and complete Part 1.
- **Tasks Completed:**
 - Centralized communication channel established
 - Contemporary member availability determined and documented over [when2meet](#).
 - Part 1 write-up organization and structure determined
 - Overall project goals discussed
 - Part 1 sections written, reviewed, and approved
 - GitHub repository created

Meeting 2

- **Date and Time:** 03/01/2025 to 03/02/2025
- **Location:** Virtual
- **Team Members Present:** Full attendance
- **Objective:** Organize and complete requirements document, discuss early implementation details of database, establish essential entities and relationships
- **Tasks Completed:**
 - Part 2 write-up structure and details determined
 - Adapted project overview and scope sections (Darshil P)
 - Identified potential stakeholders and use cases (Aryan K)
 - Discussed potential functional requirements for items, client memberships, transactions, and reports (Chase C, Matthew P)
 - Discussed additional non-functional requirements (Aryan K)
 - Identified key entities and detailed potential attributes (Chase C)
 - Documented ideal hardware and software requirements (Darshil P)
 - Created glossary and appendix for further clarification and documentation (Matthew P)

- Part 2 sections written (Darshil P, Aryan K), reviewed (Chase C, Carson A), and approved (Carson A)
- Documents pushed to GitHub repository (Carson A)