3/8/23

Meeting minutes – Charaf Lachouri

6:45 breakout

* We started the meeting with a 10-minute break
* 6:57: Started by discussing the Project Plan
  + Went over requirements
  + Took note of what we have and what we need
* 7:10: Started Risk Assessment
  + Went over section by section and listed out all the risks, the contingences, and the probabilities
  + Each person had to produce two risks and then we had team risks
* 7:55: Finished risk assessment and Tatiana downloaded to add to the project plan
* 7:57: Discussed plan for work over Spring Break
* 8:03: Meeting closed