| **Team Meeting** | **Date03/10/2024****Time 2 PM****Location Zoom** |
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| **Meeting called by:** | **Jalen Richburg** | **Type of meeting:** | **Virtual** |
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| **Facilitator:** | **Jalen Richburg** | **Note taker:** | **Trinitee Jeffers** |
| **Timekeeper:** | **Trinitee Jeffers** |  |  |

| **Attendees:** | **Jalen Richburg**  **Trinitee Jeffers**  **Deyandra Burke**  **Jaden Williams** |
| --- | --- |
| **Please read:** | **N/A** |
| **Please bring:** | **N/A** |

# **Minutes**

| **Agenda item:** | **Milestone 2** | **Presenter:** | **Jalen Richburg** |
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#### **Discussion:**

**As a group we discussed how we would move through and complete the requirements of milestone 2. We went over the requirements, API descriptions, use cases, gantt chart, and network diagram**

**Conclusions:**

**All documents have been completed successfully. Jalen completed the Requirements, Jaden completed API description, Gantt Chart, Network Diagrams, and Tasks, Deyandra completed the research similar systems, and Trinitee completed the use cases and use case diagrams.**

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| **Project Requirements** | **Jalen** | **3.03.2024** |
| **API Description, Gantt Chart, Network Diagram, Tasks** | **Jaden** | **3.03.2024** |
| **Use Cases and Use Case Diagram** | **Trinitee** | **3.03.2024** |
| **Research Similar Systems** | **Deyandra** | **3.03.2024** |

# **Other Information**

#### **Observers:**

**N/A**

#### **Resources:**

**N/A**

#### **Special notes:**

**N/A**