

11/5/2023 Meeting

Agenda

1. Choose Milestone 3 Project Manager
2. Discuss Milestone 3 Requirements
3. Complete Task Requirements Document

Meeting Minutes

- Milestone 3 Project Manager: Sasha
- Jalyn and Sasha plan complete wireframes by 11/12 meeting
- Terrel and Widly plan to complete DFD by 11/12 meeting

11/12/2023 Meeting

Agenda

1. Review and critique completed wireframes and DFD
2. Distribute roles for RFQ (Terrel and Widly) and Style Guide/Updated Wireframe (Jalyn and Sasha)
3. Plan Marketing Material

Meeting Minutes

- Terrel is doing first half of RFQ and Widly is doing other half
- Jalyn and Sasha meet separately to discuss designs
- Everyone have RFQ and Style Guide done by 11/19 meeting

11/19/2023 Meeting

Agenda

1. Review finalized material
2. Discuss and Complete Marketing Material

Meeting Minutes

- Widly will do marketing material wording
- Sasha will do design