# **SplitSmart – Team 2**

| **Date of Meeting:** | 6/15/2023 |
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| **Minutes Prepared By:** | Samuel Stenerson |

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| 1. Purpose of Meeting | |
| * Review Requirements document * Discuss plans for unfinished parts of Requirements Document * Discuss plans for presentation and PowerPoint |

| 2. Attendance at Meeting | | |
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| Name | Team |
| Samuel Stenerson | Team Member |
| Parashar Parikh | Team Member |
| Murad Tawfiq | Team Member |
| Kyle McCarthy | Team Member |

Deniz Acikbas Team Member

| 3. Meeting Notes, Decisions, Issues | | |
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* Reviewed status of Requirements Document
* Discussed scheduling for the upcoming week
* Discussed UML Diagramming for Requirements Document
* Divided Remaining unfinished sections of Requirements Document to work on
* Reviewed Completed sections of Requirements Document

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| 3. Open Questions, Tabled Items, Outstanding Issues |

* No Questions this week

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| 4. Action Items | | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Upload Meeting Notes and solicit questions about first deliverable | Sam | 6/17/23 | In Progress |
| Finish the section to which we have been designated to complete | All | 6/17/23 | Done |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *6/21/2023* | *Time:* | *6PM* | *Location:* | *Zoom* |
| *Objectives:* | * Review upcoming document. Discuss plans for dividing the work | | | | |