# **SplitSmart – Team 2**

| **Date of Meeting:** | 5/17/2023 |
| --- | --- |
| **Minutes Prepared By:** | Samuel Stenerson |

|  |  |
| --- | --- |
| 1. Purpose of Meeting | |
| * Member Introductions * Project Overview * Discuss who will be note taker and note uploader * Discuss team member’s experience for purpose of determining implementation language * Discuss future meeting schedule |

| 2. Attendance at Meeting | | |
| --- | --- | --- |
| 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 | | |
| --- | --- | --- |
|  |  |

* Team introduced themselves and discussed relevant programming experience. We determined with our relevant experience, a web application might be the most suitable.
* Team discussed weekly meeting times, and determined Wednesday 6pm
  + This decision is tentative pending Theo’s availability.
* Team set up Jira, Bitbucket, and our github repo for our project.
* Team discussed planning document, and distributed sections to team members

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

* Questions related to first deliverable (5/31)
  + What is involved with the presentation?
  + Will the presentation be pre recorded or delivered live through zoom?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4. Action Items | | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Upload Meeting Notes and solicit questions about first deliverable | Sam | 5/17/23 | In Progress |
| Determine responsibilities for first deliverable | All | 5/23/23 | Open |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | |
| *Target Date:* | *5/24/2023* | *Time:* | *6PM* | *Location:* | *Zoom* |
| *Objectives:* | * Prepare first deliverable for 5/31 | | | | |