# **SplitSmart – Team 2**

| **Date of Meeting:** | 5/31/2023 |
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| **Minutes Prepared By:** | Samuel Stenerson |

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| 1. Purpose of Meeting | |
| * Review planning document * Discuss future roles for project planning documents * Review powerpoint presentation |

| 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 planning document to confirm we met all expectations
* Discussed scheduling for the upcoming week
* Briefly discussed architecture decisions
* Discussed Requirements Document Briefly

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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 | 5/31/23 | In Progress |
| Decide what contributions we will make for the requirements document | All | 6/7/23 | Done |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *6/7/2023* | *Time:* | *6PM* | *Location:* | *Zoom* |
| *Objectives:* | * Understand role and expectations for requirements document | | | | |