# **SplitSmart – Team 2**

| **Date of Meeting:** | 6/07/2023 |
| --- | --- |
| **Minutes Prepared By:** | Samuel Stenerson |

|  |  |
| --- | --- |
| 1. Purpose of Meeting | |
| * Discuss team roles for development phase * Discuss schedule for requirements Document * Discuss Contributions for Requirements Document * 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 | | |
| --- | --- | --- |
|  |  |

* Went over the example Requirements Document to get an understanding of the document.
* Further discussed architecture for implementation
* Discussed schedule and how we will break the Requirements Document into sections assigned to team members

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

* No Questions this week

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4. Action Items | | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Upload Meeting Notes and solicit questions about first deliverable | Sam | 6/11/23 | In Progress |
| Determine responsibilities for requirements document deliverable | All | 6/10/23 | Done |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | |
| *Target Date:* | *6/14/2023* | *Time:* | *6PM* | *Location:* | *Zoom* |
| *Objectives:* | * Prepare requirements document for June 19 | | | | |