

Theia Meeting Records

Team: Shawn Will, Jace Dunn, Anthony Devito, Ivan Quintero, Eli Lawrence, Riley Nielsen

Meeting 1

Date: September 11, 2025

Meeting Summary: All team members met each other and talked about the project as a whole.

We discussed misconceptions and possible team roles for the future. Then we delegated tasks for the preliminary plan submission.

Meeting 2

Date: October 5, 2025

Meeting Summary: Delegated roles for the PowerPoint presentation: who would make which slides, and who would present which slides.

Meeting 3

Date: October 8, 2025

Meeting Summary: Reviewed instructor's feedback on presentation, specifically AS-IS/TO-BE scenarios and the outlook for this project

Meeting 4

Date: October 11, 2025

Meeting Summary: Worked together to complete most of the WRS document and revise phase 1 plan. We still need to complete a few sections of the WRS document as well as the mockup.