

MEETING START TIME: 10:30 A.M.

- Team discusses Vision and Scope
 - Feature list
 - Features not being developed
 - Risks
 - Vision statement
 - Project background
- Team discusses Project Plan
 - Statement of work - team agrees on following roles:
 - * Search and favorite - Ethan
 - * Edit pantry - Mark
 - * Shopping lists - Manuel
 - * View favorites - Thu
 - * View details about favorites - Nova
 - Team discusses testing, design doc, and resource list.
 - Team discusses work breakdown
 - Team discusses risks actions chart

MEETING END TIME: 11:52 A.M.