Minutes of Meeting (MoM)

Project Title: CPTS 484_Team Project

Date: 10/13/25 - 11/19/25 (Summary of Events)

Time: Various

Location / Platform: Discord

Participants: Julia Lee, Shaya Arya, Andrew Neal (New Member)

(Note: Original team members excluded due to restructuring)

Meeting Number / Version: 112025_1

1. Agenda

- **Item 1:** Record of non-participation from original team (Oct 13 - Nov 3)

- **Item 2:** Team separation and restructuring process (Nov 10)

- **Item 3:** Progress on Phase Plan, WRS, and Prototype

- **Item 4:** Onboarding of new team members (Shaya, Andrew) & Scheduling Phase 2 Demo

2. Key Discussion Points (Chronological Log)

- **10/13/25 & 10/20/25:** No team members attended the scheduled meetings.

- **10/27/25:** After receiving feedback on Phase I submission, Julia requested Team Lead to re-upload the Phase I Plan and members assigned to the WRS document to make necessary revisions. No responses were received.

- **11/03/25:** Due to the lack of response, Julia decided to proceed independently. Work commenced on the Phase Plan, WRS, and Prototype solely.

- **11/10/25:** Julia joined the team Discord for a final check. No original members joined except for Shaya.

  - Julia announced the decision to work alone.

  - Shaya expressed a strong desire to participate and work hard together.

  - Action: An email was immediately sent to the Professor to request a team split. The existing team was notified of this decision.

- **11/17/25:** Phase 2 Demo Meeting date was scheduled for **December 1st at 4:30**

PM.

- **11/19/25:** Received an email from the Professor regarding a new member. Andrew has been added to the team.

3. Decisions Made

- Official separation from the inactive original team members.

- Formation of a new team core: Julia Lee and Shaya Arya.

- Addition of new member: Andrew Neal (11/19).

- Establishment of a new Discord server for the active team.

- **Phase 2 Demo** confirmed for **12/01/25 at 4:30 PM**. (11/17)

4. Action Items / Responsibilities

Task	Assigned To	Deadline	Priority
Share ongoing work (WRS, Prototype) with Shaya	Julia Lee	Completed	High
Onboard Andrew to new Discord & Project	Julia Lee	ASAP	High
Prepare for Phase 2 Demo	Team (Julia, Shaya, Andrew)	12/01/25	High

5. Next Steps & Follow-Up

- **Deliverables before next meeting:**

- **Next meeting scheduled on:** ASAP

- **Agreed communication channel:** New Team Discord

Prepared By: Julia Lee
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